

**Oak Lodge School, 101 Nightingale Lane, Balham, SW12 8NA**

**Telephone number: 020 8867 33453**

**JOB DESCRIPTION**

**JOB TITLE:**  Lead for Communication and Language

**GRADE:** MPS – UPS (depending on experience)+ SEN Allowance

**RESPONSIBLE TO**: Headteacher via SENDCo

**JOB PURPOSE:** To lead a team of Language and Communication specialists including literacy and language based subject teachers:

**START DATE:** Immediate / January 2022

**Roles and Responsibilities;**

* To contribute towards the cycle of school improvement and school effectiveness.
* To support the implementation of the School Improvement Plan.
* To contribute to the administration of, monitor and evaluate Staff Performance procedures and identify professional development needs of staff to inform staff training and INSET and measure impact on school development.
* To support the co-ordination of INSET and lead INSET for staff as and when appropriate.
* To have good knowledge of current thinking in Deaf and Primary Education and to demonstrate excellent practice as a teacher, promoting, developing and evaluating the school’s policies.
* To lead and develop IT related resources to enhance teaching and learning across the department.
* To organise peer observations to facilitate professional development.
* To make focused observations of lessons, giving staff formal and informal feedback on practice.
* To team teach with staff, to enrich their professional development and promote shared understanding of teaching and learning issues.

**To be responsible for;**

* The work of English / literacy, BSL teachers, and Communication / Language specialists working in conjunction with the Therapy Lead for the school
* That BSL / SCLN is embedded in curriculum pedagogy across the school in all subject areas
* The development of Language & communication: BSL, English and SCLN, both in their long-term planning and effective day-to-day teaching
* Developing and reviewing Language and Communication policy as well as the Reading policy, to ensure that there are language and communication passports for all pupils.
* Overall co-ordination of the development and promotion of communication and language development across the school
* Ensuring that language, communication and literacy intervention is in place and evaluated for impact
* Raising standards and improving pupil outcomes, assessment and accreditation results across English and BSL and indirectly all subject areas
* Making a significant contribution to the development and implementation of school policies that create a positive learning culture
* To develop an outreach, offer (Speech Language Communication and BSL) to local schools, parents’ prospective staff and the local community

**GENERIC RESPONSIBILITIES:**

**Staff**

* Effective oversight of each member of the Language and Communication Department is meeting the Teaching Standards at good or
* Ensuring that lessons are at an appropriate linguistic and conceptual level for all students in the class, especially when the groups are of wide mixed abilities at a departmental level and whole school
* Ensure the needs of SCLN and BSL pupils are met in the development of their reading and communication skills
* Commenting on the standard of students’ literacy, communication and language skills
* As required providing staff support and advice in developing pupil’s language and communication needs in line with the SaLT reports
* To be responsible for the implementation and development of reading / literacy across the school. That this is encouraged and all staff are provided with the skills to support and foster a love of reading across the school
* Ensure that reading is assessed annually and all teachers are aware of reading levels, blooms, blanks and BSL levels annually
* Promote good levels of literacy and BSL skills across the school and staff community
* Develop an induction programme for new staff to support their understanding of language and communication and BSL skills
* Work with members of the team to quality assure the Language and Communication offer across the school, to ensure that there is consistent high level practice across the department and school. To identify and provide intervention where required.
* Ensure that language and communication resources are promoted on the school’s website i.e. sign of the week
* To lead the Language and Communication Department – comprising of English teachers, BSL teachers and Tutors and to work in close liaison with the Head of Therapy.
* To lead whole school training on language and communication approaches to improve school practice and pupil outcomes.
* Delegation and coordination of duties within the Department
* Devising a suitable responsibility structure within the Department
* Drawing up appropriate job descriptions and ensuring that specified duties are carried out
* Publicising school policies and ensuring that they are followed
* Keeping clear records and minutes of decisions, meetings, interviews and correspondence
* Encouraging the professional development of teachers, including in-service training and career development, in particular the development of understanding Language development, and a minimum standard of BSL across the school.
* Appraisal of designated staff

Ensuring that the Department is appropriately staffed in conjunction with the Line Manager and Headteacher

* Ensuring effective induction of new staff within the Department and CSW’s
* Ensure the deployment of CSW’s meets the need of pupils. Managing this on a daily / termly basis as required.
* Liaising with tutor-in-charge of Early Career Teachers and new members to the Language and Communication Team
* Providing appropriate support for ECT’s including lesson planning, observation and preparation of reports and ensuring continuity for their classes

**Students**

* Monitoring achievement in each class by looking at schemes of work, examining exercise books, visiting lessons and talking to teachers
* Taking appropriate action when a cause for concern is identified
* Ensuring tutors, parents are informed of progress of students
* Ensure an accurate assessment record for each student in line with the whole school assessment policy
* Regularly analysing examination and assessment results to identify progress and underachievement in English & BSL
* Consulting with the SENCO and Head of Therapy to identify strategies to support individual students

**Curriculum**

* Leading the Department’s curriculum planning and development of communication which is consistent with whole school objectives, having regard for the National Curriculum and local and national strategies
* Leading and supervising approaches to learning and teaching within the communication and Language team and the Co-ordinating wider school delivery of communication to support Language development advising on materials and programmes to support classroom pedagogies and communication/ literacy strategies
* Embodying curriculum and teaching approaches supporting teachers in their development of comprehensive schemes
* Advising on specific strategies to differentiate work for students at all levels
* Encouraging an appropriate and challenging curriculum content and approaches to learning and teaching
* Liaising with other teaching and support staff to promote language and communication integration and development into the curriculum, using whole school strategies
* Actively contributing to whole school Language and Communication curriculum development, incorporating the standardisation of Language development (BSL) across the school in supporting departments in their development of shared and subject specific vocabulary and signs, use of shape coding and Communicate in Print.

**Internal and Public Examinations**

Arranging details of internal examinations with the lead for Assessment and Progress and the Exams Officer, preparing marking schemes where appropriate and checking results

Responding to parental concerns after consulting with appropriate staff and ensuring that accurate records of correspondence are recorded

Preparing the Department sections of all school brochures and handbooks with the Headteacher.

**Resource Management**

1.       Checking on the accommodation allocated to the Department and reporting

 any damage to the Site Team

2.       Ensure that all staff are enabled to use the technology across the school to ensure accessibility for all i.e. Sound Field access in all rooms.

3.       Maintaining and stimulating an ordered appearance of teaching rooms and ensuring their effective use of displays supporting Language development.

4.       Planning, ordering and coordinating all Department resources for learning

5.       Managing financial resources effectively and efficiently, in accordance with the financial regulations of the school, including requisitions and the careful checking of all goods and services, prior to the authorisation for payment.

**All staff have a responsibility for promoting and safeguarding the welfare of children and young person’s s/he is responsible for or comes into contact with.**

This job description should be read in conjunction with the conditions of Employment for School Teachers DfE 2016. Job descriptions are reviewed annually and may be amended following discussion with the post holder.

