

# LINDEN LODGE SCHOOL

## Job Description



### STATUS

**Job Title: Head of Assessment, Reporting and Recording**

**Accountable to: Headteacher**

**Grade: Leadership Scale (L9 – L12)**

### CONTEXT

To support the whole school commitment to outstanding teaching and learning, will oversee and partake in both initial assessments and EHCP reviews to ensure they meet the highest standards, conform to all the relevant standards and outcomes are communicated to both parents and staff working with the pupils within school.

The postholder will lead and coordinate planning of reviews as well as develop and implement any changes (statutory or otherwise) to pupil's individual programmes.

The postholder will also be part of the school's Senior Leadership Team and have a part time Teaching responsibility.

### PRINCIPLE ACCOUNTABILITIES

#### Leadership and Management

- To foster a sense of personal responsibility in colleagues and promote constructive reflective practice in their performance in order to raise standards
- To ensure that provision works in partnership with all relevant stakeholders and partners including health, social care, voluntary agencies and a range of multi-agency panels to include LSs who have SLAs for service delivery
- To use the School Improvement Plan to demonstrate effectiveness and to ensure that all staff across the organisation are involved in the process
- To maintain and monitor clear and effective records of aspects of school improvement and evaluate school outcomes, and to report these to the Head and trustees as required
- To take responsibility for the delivery of robust evidence of improved outcomes to support Ofsted Inspections and to update frameworks

- To carry out duties with regard to the Trust's Equality and Diversity Policy and core management competencies
- Lead on Assessment, reporting and recording
- Manage and ensure the appropriate evaluation of pupils and their needs is undertaken.
- Carry out Initial Assessments of prospective pupils
- To undertake any other duties as required, as member of the Senior Management/Leadership Team, within the remit of this post.
- Chair Annual Review meetings

### **Professional Development and Training, including Safeguarding**

- To understand and undertake continuing professional development that meets the needs of the individual and the service staff across the organisation
- To obtain and disseminate up to date advice regarding Safeguarding and Duty of Care for CYP and vulnerable adults
- To keep up to date with national, regional and local developments in SEND and curriculum matters as well as specialist knowledge of relevant provisions
- To understand and be able to advise on legislation pertinent to SEN and disabilities, including Children and Families Act 2014, SEND CoP 2014, equality Act Duties, Deafblind Guidance etc

### **Performance Management**

- Fairly yet robustly challenge under-performance in line with national and locally agreed procedures working with the headteacher to put in place additional support and intervention strategies as appropriate.

### **Personal Development**

- Actively engage with both personal and school CPD programmes.
- Be reflective in your practice and engage in working towards appropriate personal development goals
- To extend personal professional development in this specialist field and in leadership and management training (ToD, VI, MSI and Habilitation)

## **Community Cohesion**

- To create regular opportunities for families, CYP and young adults to be involved in the design and review of service and organisation development
- To make a commitment to contribute to the welfare, social and emotional well-being and independence of CYP and young adults and to enable their voices to be heard
- To support CYP and young adults through engaging with other professional local services, such as CAMHS
- To actively promote partnership working with voluntary organisations and the commercial sector where appropriate
- To ensure that the service is accessible to all stakeholders and promotes equity
- To support the Head in ensuring the service and organisation has a strong positive identity and is effectively marketed internally and externally.

## **Whole School Development**

- Support the school's endeavour to provide outstanding practice, ensure best practice and secure excellent achievements for all students.
- Develop effective relationships with fellow professionals and colleagues in other schools to improve academic and social outcomes for all pupils
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution on internal and external accountability
- Inspire and influence others – within and beyond schools – to believe in the fundamental importance of education in young people's lives and to promote the value of education

## **Systems and Processes**

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency and integrity
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in wider society
- Delegate appropriately developing teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of the Headteacher
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required
<i>Teaching and Learning</i>	To maintain a high standard of teaching at a consistent level
<i>Service and Self Review</i>	Participate in the School's Self Review of performance Review methods of effective teaching and learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School
<b>GENERAL DETAILS</b>	
<b>REVIEW</b> <p>This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.</p>	