

Visits to the school are warmly welcomed – please contact Claire Martin via the school office.

Job Description Head of Little Hillbrook ASD Resource base

Main duties and responsibilities as Head of Little Hillbrook ASD Resource base

1. To lead on the education, safeguarding and welfare of all pupils within the nursery.
2. To lead and manage teaching and support staff including the deployment of cover staff.
3. To lead appraisal meetings for all teaching and support staff, reviewing performance and setting new targets.
4. To lead and manage the occupational therapist and speech and language therapist working in the nursery.
5. To lead and model the teaching of pupils with ASD within the nursery following the SCERTS specialist teaching approach
6. To devise appropriate individual education plans for pupils in collaboration with the speech and language and occupational therapist
7. To be responsible for the progress and achievement of all pupils within the nursery, reviewing outcomes on an ongoing basis.
7. To provide advice, support and training to all staff in the nursery and to the wider school foundation stage as required.
8. To lead on the self-evaluation and development planning of the nursery as part of the whole school continuous improvement cycle.
9. To provide formal written reports to the Governing body on the outcomes for pupils within the nursery as part of the whole school monitoring cycle.
10. To collaborate with the senior leadership team on priorities for the nursery including expenditure and deployment of staff, utilising resources for maximum efficiency.
11. To manage and make efficient use of the allocated budget for the effective running of the nursery including ensuring that the learning environment includes appropriate resources, equipment and materials.
12. To work with the local authority, attending SEN panel meetings leading on the admission of pupils in to the nursery
13. To lead and develop the integration programme with mainstream Early Years classes and teachers.

14. To develop the outreach service providing high quality multi-disciplinary support to all families
15. To act as lead professional for all children in the nursery, writing Education and Health Care Plans in liaison with the local authority and the Educational Psychology Service.
16. To lead annual review meetings for pupils within the nursery, providing written reports where appropriate.
17. To understand the place of the provision within Wandsworth's local offer for children with ASD
18. To establish and maintain partnership working with other professionals and external agencies to ensure that the individual needs of all pupils are met.
19. To build positive relationships with parents/ carers of pupils in the nursery providing ongoing advice and support to ensure a consistent approach across both home and school.
20. To keep up-to-date with current research on ASD practice and disseminate as appropriate through leading staff meetings where appropriate and ongoing CPD across the school
21. To carry out any other duties reasonably requested by the Headteacher or Deputy Headteachers.