Job Description

Site Lead and Assistant Senco – The Ark

Main Purpose of the Role

To support the vision of WESSEX LODGE SCHOOL by taking responsibility for leading and managing a site ensuring there is support for pupil well-being and promoting the highest standards of behaviour, attendance and teaching, reducing individual barriers to learning.

This role requires dynamic safe and effective decision making that results in the professional to be honest open and transparent in their thinking, to be open to feedback and to be able to reflect on their own performance

Main Responsibilities and Duties:

Act as a professional role model in terms of dress, punctuality, attendance and conduct.

To be responsible for the implementation of school policy and procedures in relation to pastoral care, including (but not exclusively):

- Keeping Children Safe in Education
- Trauma informed practice
- Pupil Engagement
- Attendance
- Well Being and Pastoral Care
- Site health and safety in conjunction with the facilities manager
- To work with the clinical team to ensure pupils needs are met.

To lead and support with the day to day organisation of the site including the management and maintenance of confidential records and attendance at meetings as required.

To lead a team of teaching and non teaching staff, ensuring that they:

- Act as a key adult or tutor to a small group of pupils.
- Accept responsibility for the well being of this group
- Act as the first point of contact for parents and ensure they are contacted regularly (at least weekly) about their child's progress.
- Support attendance for this site alongside the attendance officer.
- Support the implementation of the school's behaviour policy
- Attend meetings as requested
- Support cross school and curricular activities
- Ensure pupils and staff follow school expectations and support the whole school ethos.

Senco Assistant

- To assist across all aspects of the SENCO role to ensure the best possible provision for all students.
- Collate and share key documents in preparation for the Annual Review
- Develop and maintain good working relationships
- Support with SENCO meetings and student administration
- To work with teaching staff to write, monitor and support the implementation of individual pupil planning in line with EHCP and other pupil profiles.
- Work with the SENCO to identify pupils who may require additional learning interventions and ensure timetabling for effective delivery.

Additionally to include some or all of the following:

To develop mentoring relationships with pupils, with the aim of achieving goals identified in pupil pathways.

Working with the Deputy Head to ensure effective communication between all staff members that work on site and across the school.

To devise induction timetables for new pupils and ensure their delivery.

Ensure pupils have the correct safety plans in place including Medical Care Plans, Individual Safety Plans alongside the facilities manager

To have oversight of the site timetable and suggest adjustments where necessary.

To support transition programmes for pupils and co-ordinate support to give the best possible chance of success.

Provide duty rota's, supervision at break times and devise and delegate activities to be delivered during break times.

To make referrals to outside agencies and work in partnership with them to remove barriers to learning.

To ensure reporting to the LA is completed within required timescales (eg, racial incident reporting)

To support the administration team in ensuring the accurate recording of pupil information in ISAMS

To ensure all risk assessment is carried out, including for individual pupils, before trips and visits take place.

To produce reports for the Headteacher and Governors evaluating the success of the Site and areas for improvement.

To work with the SLT to produce an annual site development plan that ensures the best possible outcomes for students and staff.

To act as the 'floating' member of staff when required to promote attendance in lessons and good behaviour for learning.

To participate in middle leadership meetings as required

To participate in the regular review of school policy and procedures and make

suggestions for development and improvement.

To undertake any additional duties reasonable requested by the Headteacher, across any of the Wessex Lodge sites.

Supporting Processes:

This role allows for an individual to show an 'out of the box' approach ot engaging students to help them become the best version of themselves and be prepared for their next steps.

In conjunction with the Deputy Head, site Leaders have autonomy for day to day operational decisions.

Knowledge, Skills and Experience:

- Experience of leading a team
- Understanding of child development and learning
- Broad understanding of educational issues
- High expectations of pupils and staff
- Collaborates effectively with colleagues to achieve objectives, even in high-pressure situations, ensuring smooth workflow and positive outcomes.
- Education to at least A level - *desirable*
- Strong communication skills
- Ability to relate well to vulnerable pupils and adults
- Time management and prioritisation skills
- Commitment to professional development