

Job Description Satellite site leader

Job title:	Satellite site leader
Reports to (job title):	Headteacher and SLT

Main duties/responsibilities

General duties
To have responsibility for class teaching and duties as required
To support effective assessment for your class, ensuring deadlines are met, assessment is effectively moderated, and used to improve the quality of learning and target setting
To be led by the SLT to support quality of teaching, appraisal and day to day management of the satellite provision
Be accountable for developing and implementing plans, policies, targets and practices within the context of the school's aims and policies.
Support teachers with planning, assessment and delivery of highly effective teaching
Alert SLT to any issues in relation to the Queenswell site
Be aware of and respond appropriately and promptly to any health and safety and safeguarding issues raised by staff, children, families, or the community.
Curriculum development
Take responsibility for supporting delivery of the curriculum to ensure children's' progress and report to governors as appropriate
Liaise with the SLT to develop a strategic vision that links to the School Development Plan and the school's overall vision and strategy
Maintain a thorough and up-to-date knowledge of national initiatives involving SEND, curriculum, strategies, OFSTED
Report regularly to the Headteacher and attend SLT meetings when necessary.
Leadership and management
To play a part in the monitoring of the standards of attendance, behaviour, achievement, and attainment
Model highly effective teaching in the school
Implement purposeful activities and select resources that build on pupils' skills that will help and support them in future life.

Provide staff with the knowledge and resources they need to assess, plan and deliver highly effective lessons
Work with outside agencies where appropriate, developing effective relationships in support of the schools outward facing approach.
Adopt a positive attitude that motivates and inspires other members of staff, enabling them to carry out their duties to the highest standards.
Monitor and evaluate, in line with the timescale agreed within the School Improvement Plan, the effectiveness of the teaching of focussed areas and impact on pupils' learning.
To support with transitions for starters and leavers
Plan, organise and lead staff meetings where necessary.
Identify CPD needs to improve the quality of teaching and learning within the staff you support
Operational
Work with SLT to ensure assessment, planning and highly effective teaching is delivered.
Provide all staff with the equipment and resources they need to help pupils learn effectively
Co-ordinate and manage staff short- and long-term cover arrangements, working in conjunction with the Senior Leadership Team
Teaching and learning
Assess, plan and deliver lessons and ensure consistency of lesson delivery across classes on the satellite
Use leadership time to observe lessons, support class teachers and to chair progress and/or Annual reviews
Co-ordinate and oversee the organisation of school visits and extra-curricular activities for the classes you oversee
Liaise with the multi-disciplinary team and contribute to other learner related multi agency meetings and events.
Support effective operational management of induction, training, and CPD.
Promote and facilitate parental participation in learning.
Additional duties
Undertake additional duties as expected by the Headteacher to ensure effective quality of teaching
Promote equal opportunities throughout the school and ensure the application of the school equal opportunities policy.

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have QTS qualification. • Evidence of professional development relevant to this role (i.e. on key teaching strategies) 	<p>In addition, the successful candidate may:</p> <ul style="list-style-type: none"> • Have had a TLR Leadership post
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • Experience of teaching of pupils with special educational needs in a special school and a track record of providing high quality teaching and learning. • Team leadership, including school development and working with groups of staff. • Implementing teaching and learning strategies to improve quality and pupil attainment • Experience of leading a curriculum area and/or contributing to an area of whole school development/activity. • Experience of coaching/mentoring/supporting/ managing other staff within a school setting. 	<p>In addition, the successful candidate may also have experience of:</p> <ul style="list-style-type: none"> • Organising or delivering staff training. • Responsibility for whole-school key stage leadership or equivalent, providing strategic and practical oversight
Knowledge and skills	<p>The successful candidate will have the ability to:</p> <ul style="list-style-type: none"> • Demonstrate leadership qualities by leading, motivating and working effectively with other members of staff. • Contribute towards strategies that aim to support the development of the school. 	<p>The school would also like the successful candidate to:</p> <ul style="list-style-type: none"> • Display strategic management skills. • Be able to maximise the potential of all staff.

- Communicate effectively using a range of methods.
- Identify where working practices can be improved and develop action plans based on this.
- Teach using a wide range of strategies that meet differing learning styles and the needs of all pupils.
- Effectively respond to challenges.
- Effectively manage LSA/ MTS staff performance.
- Effectively deploy and utilise resources.
- Raise standards of achievement and inspire others to do so.
- Uphold high standards of themselves, other staff and pupils.

The successful candidate will have up-to-date knowledge, or an understanding, of:

- School policies and procedures
- Knowledge of the National Curriculum and Foundation Stage Curriculum Guidance and its application to children with severe and complex learning difficulties including autism in the context of working in a special school.
- Knowledge of assessment procedures and how data can then support effective planning within the classroom and at whole school level.
- Knowledge of what constitutes high-quality teaching and learning in a school for children with complex learning difficulties in a special school.
- An understanding of the principles that underpin good behaviour support and management and knowledge and skills to support teachers in application of those principles in the class room setting.
- An understanding of safeguarding and working knowledge of the

	relevant school policies and procedures.	
Abilities	<ul style="list-style-type: none"> • High expectations for all pupils and belief in bringing out the best in all. • Commitment to upholding and promoting the ethos and values of the school • Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across professional and operational boundaries, and to work as a member of a team. • Ability to work on own initiative and to prioritise between conflicting demands. • Ability to work under pressure and prioritise effectively 	
Equal opportunities	<ul style="list-style-type: none"> • A proven ability to demonstrate awareness of the principles of and commitment to the promotion of inclusion and equality of access and opportunity for children, to overcome obstacles/barriers to this and to removing practices which are counter to it 	