



## Job Description: Co-Ordinator of Physical Difficulties Support Service

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### Job details

**School:** Federation of Cherry Oak School, Victoria School & Victoria College

**Primary Base:** Victoria School

**Salary:** TMS/UPS + SEN1 +TLR1

**Contract type:** Full time

**Responsible to:** Head Teacher and Director of Physical Difficulties Support Service

**Direct Line Manager for:** N/A

**Indirect Line Manager for:** N/A

### Main purpose

To be responsible for managing, delivering and co-ordinating the work of the Physical Difficulties Support Service team based at Victoria School. To provide support as an advisory teacher to children and young people with physical difficulties in mainstream schools and settings across South Birmingham.

### Specific duties and responsibilities:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

### Leadership

- Strategic Leadership of the Physical Difficulties Support Service team based at Victoria School.
- To coordinate and prioritise the work of the Physical Difficulties Support Service team based at Victoria School.
- To allocate caseload to individual members of the team.
- To manage any budgetary allocation made to the Physical Difficulties Support Service team based at Victoria School in an efficient and effective manner.
- To be responsible for ongoing CPD of team members.
- To ensure close liaison with members of the PDSS teams based at other schools.



- To effectively manage all new referrals.
- To maintain and update caseload database and ensure full compliance with GDPR.
- To support the aims and ethos of Birmingham Physical Difficulties Support Service.
- To set a good example in terms of professional behaviour, dress, punctuality and attendance.
- To effectively performance manage members of the team.
- To lead team and inter team meetings as required.
- To develop links with other agencies as required.
- To participate in PDSS initiatives and day to day management.
- To work in close partnership with the other two PDSS co-ordinators to produce the Annual Report as required by local authority.
- To co-ordinate PDSS response to statutory assessments.
- To manage/update the PDSS section of the school website.
- As the leader of the team you will work towards achieving the key performance indicators agreed at the start of the financial year.

### **Teaching and Learning**

- To advise and support on physical access to the curriculum and the learning environment in mainstream schools.
- To provide advice on classroom organisation, teaching methods and approaches, curricular resources and compliance with the Equalities Act 2010.
- To liaise with settings/LA to ensure continuity of support and learning during transition.
- To provide support to children and young people with physical difficulties in mainstream schools and settings across South Birmingham.

### **Recording and Assessment**

- To contribute to statutory assessments as appropriate.
- To provide advice to the Annual Review and Formal Assessment processes for the pupils on caseload.
- To provide oral and written assessments and reports following school visits.
- Co-ordinate PDSS responses to appeals, tribunals or mediation.

### **Conditions of Employment**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

### **Special Conditions**

The duties required of a teacher under this job description shall be such as require the exercise of a Teacher's professional skills and judgement.



### Review and Amendment

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder.

### Notes

This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

This job description may be amended at any time in consultation with the post holder.

Last review date: January 2018

Line manager's signature:

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Date:

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Post holder's signature:

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Date:

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