

Job Description

Head of Learning Support

Purpose of Role

The Head of Learning Support’s fundamental task is to support the Headteacher and Governors in ensuring that all staff recognise the importance of planning their lessons in ways that will encourage the participation and learning of all pupils.

Four Key Areas

1. Strategic direction and development of SEND provision in the school
2. Teaching and learning
3. Leading and managing staff
4. Efficient and effective deployment of staff and resources

Areas of responsibility

*Strategic direction and development of SEND provision in the school*

The Head of Learning Support co-ordinates, with the support of the Headteacher and Governors and within the context of the school’s aims and policies, the development and implementation of the SEND policy in order to raise achievement and improve the quality of education provided.

Key tasks may include:

* Strategic development of SEND policy/provision
* Support staff in understanding needs of SEND pupils
* Ensure objectives to develop SEND are reflected in school development plan
* Monitor progress of SEND pupils
* Evaluate effectiveness of teaching and learning
* Analyse and interpret relevant school, local and national data
* Liaise with staff, parents and external agencies and other schools to co-ordinate their consultation

*Teaching and learning*

The Head of Learning Support seeks to develop, with the support of the Headteacher, Governors and colleagues, effective ways of overcoming barriers to learning and sustaining effective teaching through the analysis and assessment of pupils’ needs, by monitoring the quality of teaching and standards of pupils’ achievements, and by setting targets for improvement.

The Head of Learning Support will have a timetable which will support a level of teaching consistent with the other responsibilities of the role.

Key tasks may include:

Identifying and adopting the most effective teaching approaches for pupils with SEND; monitoring teaching and learning activities to meet the needs of pupils with SEND through:

* monitoring of teaching quality and pupil achievement.
* target setting, including IEPs and provision maps.
* developing a recording system for progress.
* identifying and teaching study skills that will develop pupils’ ability to work independently
* liaising with other schools to ensure continuity of support and learning when transferring pupils with SEND
* undertaking day-to-day co-ordination of SEND pupils’ provisions through close liaison with staff, parents and external agencies.

*Leading and managing staff*

The Head of Learning Support’s support staff are involved in working with pupils with SEND by ensuring all those involved have the information necessary to secure improvements in teaching and learning and sustain staff motivation.

Key tasks may include:

* ensuring all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND.
* contributing to the professional development of staff, including whole-school CPD provision.
* providing regular information to the Headteacher and Governors on the evaluation and impact of SEND provision.

*Efficient and effective deployment of staff and resources*

The Head of Learning Support identifies, with the support of the Headteacher and Governors, appropriate resources to support the teaching of pupils with SEND and monitor their use in terms of efficiency, effectiveness and safety.

Key tasks may include:

* identifying resources needed to meet the needs of pupils with SEND and advise the head teacher of priorities for expenditure.
* advising head teacher and governing body on the efficient and effective deployment of staff.
* maintaining and developing a range of resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies.

The Head of Learning Support is expected to undertake other such duties as required under the guidance of the Head which are commensurate with the authority and responsibility associated with such a position in the School.

The Head of Learning Support’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the Head of Learning Support becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any such concerns to the school’s child protection officer or to the Head.