

JOB DESCRIPTION

HEAD OF LEARNING SUPPORT MPS/UPS



JOB PURPOSE	To lead and manage the Learning Support Department in order to secure high quality learning and teaching and the effective use of resources to bring about improved standards of achievement and progress for all students with learning difficulties and EHCP. This post carries responsibility for access arrangements and exam concessions to strive for student's outcomes to reflect the student's potential.
TO WHOM POSTHOLDER REPORTS	<p>The postholder is responsible to:</p> <ul style="list-style-type: none"> • Headteacher in all matters • The relevant member of the school leadership team in respect of curriculum and pastoral matters <p>The postholder is also expected to interact on a professional level with colleagues in order to promote learning support for students with SEND across the school.</p>
THE PERSONS LINE MANAGED BY THE POSTHOLDER	<p>The post holder is responsible for:</p> <ul style="list-style-type: none"> • The line management and supervision of teaching and support staff within Learning Support • The coaching, mentoring and development of staff working within Learning Support
DUTIES AND RESPONSIBILITIES OF THE POST	<p>Strategic Leadership:</p> <ul style="list-style-type: none"> • To advise the leadership team on the strategic development of the SEND policy and provision in the school • To report to the Governing Body as statutorily required • To coordinate provision for individual pupils with additional needs and to oversee day to day provision • To oversee records on pupils with additional needs • To support the school ethos, by playing a full part in the life of the school, and to be a positive role model • To actively monitor and respond to inclusion initiatives at national, regional and local levels • To develop, implement, monitor and maintain policies and practices which reflect the school's commitment to high achievement and progress and which are consistent with school and national strategies and policies. Develop a culture of continuous improvement in practice • To establish short, medium and long term plans for the development and resourcing of Learning Support Department • To monitor progress made towards achieving plans and targets and evaluating their impact on learning and teaching • To manage the professional development of staff within the Learning Support area and evaluate its impact on learning and teaching • To coach all members of staff across the school to ensure there is a consistent approach to Learning Support issues • To disseminate good practice relating to Learning Support through INSET, coaching • To support existing networks, liaising with other schools in Leicestershire and to collaborate with other schools as appropriate. <p>Teaching and Learning:</p> <ul style="list-style-type: none"> • To deliver outstanding teaching in an area of expertise to students in all year groups

	<ul style="list-style-type: none"> • To provide intervention support and homework clubs • Provide leadership and guidance on a choice of appropriate learning and teaching methods and coaching relating to the delivery of these methods • To develop effective ways of overcoming barriers to learning • Develop and implement systems for recording individual students' progress • Ensure Learning Support programmes and support sessions are differentiated appropriately and evaluate their impact on learning and teaching • Evaluate the quality of teaching and standards of attainment/achievement for students in Learning Support, setting targets for improvement for individuals, class and cohort <p>Leading and Managing Staff:</p> <ul style="list-style-type: none"> • Responsible for efficient and effective management and deployment of SEN personnel including specialist teaching staff and LSA's across the curriculum • Develop an understanding of SEND & Learning Support issues across curriculum teams and individuals so as to enhance provision • Participate in the recruitment and selection of staff within the department and ensure effective induction of new SEN staff in line with school procedures • Undertake staff appraisals as required • Develop the team of staff and individuals to enhance provision • To identify training and development needs of SEN staff and support development within the financial parameters imposed by the budget • Plan, delegate and evaluate work carried out by the department • To collaborate with Heads of Department and school staff to ensure that all students have equal access to learning. • Create, maintain and enhance effective relationships in the department <p>Resource Management:</p> <ul style="list-style-type: none"> • Identify the resources needed to meet the needs of students in Learning Support and advise the headteacher of priorities for expenditure • Monitor and control the use of these resources <p>Knowledge and skills</p> <ul style="list-style-type: none"> • Keep up to date with national developments regarding SEND, teaching practice / methodology and leadership initiatives • Keep up to date with developments in the use of comparative data
<p>GENERIC DUTIES AND RESPONSIBILITIES</p>	<p>To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition, the post is subject to compliance with:</p> <ul style="list-style-type: none"> • School policies and guidelines on all school matters • National Standards for Subject leaders • Teacher Standards 2012 • The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment

Statement

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Academy will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirement which are commensurate with the job title and grade.

Signed

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Signed

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Headteacher

Date

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Date

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November 2022