

**Post 25**  
**Head of Learning Support**

**Reports to the Senior Leadership Team**

The role will require close cooperation with:

- All members of the Senior Leadership Team
- Subject coordinators and other members of staff.
- Parents, governors and the local community.
- Members of the inspectorate, advisory and support services.

General:

West Hill Park School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection and work within the staff code of conduct and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers.

All posts at West Hill Park require staff to conduct themselves in a highly professional manner when dealing with children, parents and colleagues. Staff are expected to appreciate and promote the ethos and image of the school and should ensure that in all their actions and words they market the school in a positive manner. Disciplinary action may be taken against staff who bring the school's name into disrepute.

Staff at West Hill Park are expected to be aware of their own Health and Safety and to that of those around them and should take all reasonable steps to ensure that no one is placed in danger.

Specific Duties and Responsibilities:

**Responsibility to be taken for the identification, support and learning programmes for pupils requiring extra support within school. This role includes other day to day duties as directed by the Senior Leadership Team.**

This will include but is not be limited to:

- Managing the provision of individual classroom support, small group work, 1:1 withdrawal sessions as well as the differentiation of learning resources and development of appropriate teaching and learning styles for pupils.
- Work closely with the admissions team to ensure the smooth admission of pupils to the school, including completing assessments on taster days, and support the pupil's transitions to senior schools.
- Being responsible for the deployment of support staff, evaluating and monitoring the effectiveness of SEND provision, reporting as required to the Senior Leadership Team.
- Refer children to, and work closely with external agencies to ensure our pupils get the best possible support to be able to achieve their potential.
- Organise, attend and administer Annual Reviews and keep parents informed about their child's progress through individual meetings.
- Carry out the requirements for an application for an EHCP and manage the required procedures and paperwork of those who have an EHCP.
- Be involved in the recruitment of LSAs
- Manage and administer a programme of initial diagnostic assessment (eg. Screening for dyslexia) to aid the early identification of children with needs.
- Assess and review provision for SEND children once identified.

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- Track pupil progress across school
- Liaise with EY staff and parents regularly.
- Provide support and information to teaching staff to enable them to best support pupils with SEND.
- Leading and supporting an experienced and enthusiastic team of Learning Support Assistants, whom you will manage and support in their own professional development.
- Leading all staff INSET opportunities around Individual Needs and ensure all staff are aware of new SEND initiatives and developments in legislation.
- Update and maintain the SEND policy and have input into the Admissions policy and Accessibility plan.
- Teaching some individual and group sessions to support children.
- Assessment and reporting on the nature of difficulties shown by pupils who have been referred by teachers.
- Organising and updating the SEND register to take account of new assessments and reports. This information should also be shared with all staff.
- Manage and co-ordinate Access Arrangements for assessments/exams in consultation with the Deputy Head Academic and Heads of Department.
- Processing documentation as required by external agencies.
- Liaising with parents of pupils with SEND.
- Develop and maintain departmental resources.
- Attend parents' meetings, assemblies, Heads of Department meetings, staff meetings, Open Days and INSET as necessary.
- The Head of Learning Support may also, on occasion, be invited to attend the Senior Leadership Team meeting.
- Undertake a range of general duties to enable the smooth running of the school.
- Contribute to the school's programme of extra-curricular activities, some of which occur at weekends or during evenings.
- Fulfil other reasonable requests by the Senior Leadership Team.

### **Care and Teaching Duties**

All care and teaching should be carried out within the framework of:

- Current legislation.
- School and policy guidelines.
- Relevant outside agencies' policies and guidelines relating to the curriculum and equal opportunities.
- The specific needs of individual pupils.

### **Person Specification**

We are looking for applications from candidates who can demonstrate the following:

- Qualified Teacher Status and experience in the age range of the school (2-13).
- Have experience of supporting pupils with SEND
- Preferably hold a recognised qualification in supporting children with SEND
- Up-to-date knowledge of statutory obligations.
- A passion for inclusive practice and equality of opportunity.
- Excellent communication skills at all levels.
- The ability to lead and manage the learning support team to deliver high quality, effective support programmes across all age ranges and curriculum areas.
- Excellent classroom practice with a proven track records of good and outstanding teaching.
- Able to work collaboratively and supportively with school colleagues.
- Able to relate effectively to parents and to pupils.

**Planning:** Plan and prepare courses, schemes of work and individual sessions, appropriate to the needs, interests, experience, and existing knowledge of pupils.

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**Marking and recording:** To mark and assess pupils' work and to record their progress, attainment and development according to school policies both at school and elsewhere.

**Discipline and relationships:** To maintain good order, discipline and respect for others; to promote understanding of the school's rules and values; to safeguard health and safety and to develop relationships with and between pupils conducive to optimum learning.

**Communication with parents and home links:** To build and maintain co-operative relationships with parents and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as problems and difficulties.

**Displays and environment:** To maintain an attractive and stimulating classroom environment and contribute to displays in public areas if required. All classrooms should be kept tidy and in a condition conducive to both good health and safety practice and marketing.

**Overall policy and review:** To take part in the whole school reviews of policy and aims and in the revision or formulation of guidelines.

**Reports:** To provide oral and written assessments, reports and references, both at school and elsewhere relating to the development and learning of individual pupils and groups of pupils.

**Reviews:** To evaluate and review own teaching methods, materials and schemes of work and to make changes as appropriate and as required by changes necessitated by outside agencies.

**Corporate Life:** To take part in the corporate life of the school.

**Cover:** To supervise and so far as practicable to teach and care for any pupils whose teacher is absent.

**Professional Development:** Keep up-to-date with current educational thinking and practice by personal reading, attendance at courses, workshops and meetings, taking part in appraisals and reviews of own work arranged by the Head teacher or Governors.

**Requests:** To carry out from time to time any such reasonable requests that shall be made by the Head or Senior Leadership Team.

Signed (Headmaster)

Date

Signed

Date

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