

## **Job Description**

<b>Job Title:</b>	Learning Support Lead
<b>Location:</b>	Tendring Technology College
<b>Hours of work:</b>	Full Time
<b>Reports to:</b>	SLT

## **Purpose of the Role:**

To work in partnership with Academy teachers to support pupils with learning in line with the national curriculum, codes of practice and school policies and procedures.

## **Responsibilities:**

- To support all pupils including those with SEN
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
- Implement planned learning /teaching programmes as agreed with the teachers
- Establish positive relationships with pupils
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support pupils with activities which develop literacy, phonics and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Support pupils over the break period where required
- To attend to pupil's personal needs including help with social, welfare, care and health matters, including toileting, dressing, mobility etc.
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning with the teacher, writing reports and records as required
- Assist with the development and implementation of SEN support plans
- Monitor and record pupil's responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- Assist the teacher and other staff in the implementation of care programmes
- To support learning by selecting and creating appropriate resources/methods to facilitate agreed learning intentions
- Take an active role in the preparation and maintenance of materials and resources
- Liaise with staff and other relevant professionals and provide information about pupil as appropriate
- To assist with the display and presentation of pupils' work
- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
- To assist with escorting pupil on educational visits
- To physically assist pupils during activities e.g. swimming, PE etc
- To clean and maintain classroom equipment when required

- To undertake other duties which may be reasonably required

#### **In corroboration with the SENDCo to:**

- Plan, coordinate and deliver timetabled intervention groups and classes as appropriate.
- Deliver INSET.
- Collect and interpret specialist assessment data gathered on pupils and use to inform practice.
- Work with pupils, subject leaders, class teachers with tutorial/pastoral responsibilities to ensure realistic expectations of behaviour and achievement is set for SLCN and ASD pupils.

#### **Recording and assessment**

##### **In corroboration with the SENDCo:**

- Set targets for raising achievement among pupils with SLCN and ASD.
- Collect and interpret specialist assessment data.
- Update the SENDCo on the effectiveness of provision for pupils with ASD and SLCN.
- Develop understanding of learning needs and the importance of raising achievement among pupils.
- Collate SLCN and ASD transition data and organise SEN files.
- Maintain and update a Communication department development plan.

#### **Leadership**

- Advise the SENDCo on all staffing matters within the department.
- Encourage all staff to recognise and fulfil their statutory responsibilities.
- Develop pro forma for essential paperwork, in order to create an administrative infrastructure as part of an effective communications system.
- Identify the training needs of staff and organising/coordinating INSET to be delivered by other professionals.
- Provide training opportunities for teaching assistants and SEN staff to develop their knowledge of SLCN and ASD.
- Disseminate good practice in SLCN and ASD across the school.
- Identify resources needed to meet the needs of pupils with SLCN and ASD and advise the SENDCo of priorities for expenditure.

#### **Standards and quality assurance**

- Set a good example in terms of punctuality and attendance.
- Attend and participate in open evenings.
- Participate in staff training.
- Attend team and staff meetings.
- Develop links with governors, LAs and neighbouring schools.

#### **Management**

Support the SENDCo with the:

- Timetabling and deployment of the Communication team.
- Liaise with the SENDCo and other SEN staff to allocate support for statemented pupils according to LA funding levels and individual need.
- Line manage up to 4 SEN Graduate Subject Specialists

### **Other Responsibilities**

- Administer the marking, scoring, recording and dissemination of reading tests.
- Coordinate Student Information Passports for pupils with Communication needs (and or sensory and physical needs)
- To inform the SEN administrator of changes to individual pupil support so that the SEN register remains current.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**



We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## Person Specification

**Job Title: Learning Support Lead**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>English and Maths GCSE at level 'C' or above (or equivalent)</li> <li>Basic knowledge of First Aid</li> </ul>	<ul style="list-style-type: none"> <li>Successful experience working with children in a school in KS3 to KS5</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> <li>Understand and implement the school's behaviour management policy. Have a positive approach to behaviour management</li> <li>Have some knowledge of learning difficulties and a variety of strategies to support children</li> <li>Understanding of the school curriculum</li> <li>Knowledge of National Curriculum KS3 to KS5</li> <li>Understanding of the general aspect of child development</li> <li>Ability to assess progress and performance</li> <li>Understand and support the importance of physical and emotional wellbeing</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>Basic understanding of Health &amp; Safety</li> <li>Knowledge of basic ICT to support learning</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>Good organisational skills</li> <li>Ability to remain calm under pressure</li> </ul>	

		<ul style="list-style-type: none"> <li>• Ability to support the work of students/volunteers and other learning support assistants in the classroom</li> <li>• Ability to manage own time effectively</li> <li>• Demonstrate creativity and an ability to resolve routine problems independently</li> </ul>	
	Forward and strategic planning	<ul style="list-style-type: none"> <li>•</li> </ul>	
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
	Abilities	<ul style="list-style-type: none"> <li>• Can demonstrate a caring and supportive attitude towards children and their families.</li> <li>• Ability to relate well to children.</li> <li>• Ability to communicate well with children, parents and professionals.</li> <li>• Ability to take appropriate initiative and work independently.</li> <li>• Ability to handle pressure and remain calm.</li> <li>• Ability to self-learn and motivated to learn within and outside of the work setting.</li> <li>• A willingness and commitment to support the wider life of the College</li> </ul>	

		<ul style="list-style-type: none"> <li>• A commitment to modelling personal conduct that represents the College in the best light at all times</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Resilience</li> <li>• Student focused</li> <li>• Demonstrate a commitment to equality</li> <li>• Takes responsibility and accountability</li> <li>• Commitment to Academy aims, ethos &amp; vision</li> <li>• Commitment to own professional development</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Show a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li> </ul>	