

Head of Learning Support Job Description

Job Title	Head of Learning Support
Salary Grade	Leadership Scale L3 - 8
Reports to	Headteacher
Responsible for	Teaching Staff, SENCO, Support Staff
Job Purpose	<ul style="list-style-type: none"> • To lead the Enhanced Provision of the school, ensuring a high quality delivery of all aspects of SEND provision • To support the vision, ethos and policies of the school, and assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through effective inclusion for pupils with Special Educational Needs and Disabilities • To support the creation and implementation of the school improvement plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of the plan • To support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance to carry out their roles • To monitor the quality of SEND support delivered both by teachers and teaching assistants • To support the evaluation of the effectiveness of the school's policies and developments, with particular attention to SEND requirements • To support the Headteacher in ensuring that the school adheres to all child protection and safeguarding requirements
Responsibilities	<ul style="list-style-type: none"> • To take responsibility for the development and monitoring of whole school aspects relevant to the school improvement plan, in particular those which improve SEND provision • To support the Headteacher in the monitoring of the quality of teaching and children's achievements including the analysis of performance data • To work collaboratively with the SENCO to ensure that the needs of all pupils with SEND are addressed, including those requiring SEND support • To assist in the identification of pupils' SEND through individual screening, staff liaison, classroom observation and assessment of reports • Liaise with staff, parents, external agencies, and other schools to co-

	<p>ordinate their contribution, provide maximum support and ensure continuity of provision</p> <ul style="list-style-type: none"> • To organise and chair annual and interim reviews • Ensure that all paperwork, including reviews, records and policies, are kept up to date and actioned, as appropriate • Research and lead creative and imaginative ways of anticipating and solving problems and identifying opportunities that will enhance the quality of education across the school • Take a lead role in the pastoral care of all staff by supporting the Headteacher to develop positive working relationships and sustain motivation, with and between all staff • Manage own workload and that of others to allow an appropriate work/life balance • To exercise a key role in assisting colleagues with the strategic development of SEND and to provide professional guidance to staff to ensure good teaching for SEND pupils • To support the Headteacher in the implementation of the school's performance management policy, and advise on and contribute to the professional development of staff • To support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities • To support the Headteacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development and pastoral needs are met • To work with the Headteacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money • To provide information and advice to the Headteacher and Governing body and support proper accountability processes throughout the school • Attend Senior Leadership Team meetings to provide information and advice regarding specific areas of responsibility • Regularly review own practice, set personal targets and take responsibility for your own personal development • To carry out the role of Deputy Designated Safeguarding Lead and ensure that the school adheres to all child protection and safeguarding requirements • To support the Headteacher in ensuring the school is compliant with the requirements of data protection legislation <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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