



### **Core Purpose**

To provide operational leadership and support within the Learning Support department, helping to ensure that SEND provision, staffing, interventions and student support are delivered effectively and consistently. The postholder will work closely with the SENDCo to coordinate day-to-day operations in LS and support and promote the effective implementation of SEND provision and inclusive practice across the school.

### **Main Areas of Responsibility**

#### **Accountable to: SENDCo**

The main duties and responsibilities of this role are described below:

- Oversee day-to-day operations in the Learning Support department
- Support LSAs and visitors to Learning Support, and oversee student supervision
- From 8am daily, be available to coordinate the daily deployment of LS staff
- Act as an operational point of contact for staff regarding SEND support
- Provide day-to-day guidance and support to the LSA team
- Contribute to the appraisal and professional development of LSAs
- Coordinate and oversee interventions delivered by LSAs
- Deliver teacher-led SEND interventions where appropriate
- Write and maintain SEND Pupil Profiles for use by staff across the school
- Support the SENDCo in promoting effective SEND provision and inclusive practice across the school.
- Support the SENDCo in providing advice, guidance and training to classroom teachers on supporting SEND students
- Develop expertise in an identified area of SEND and support students and colleagues accordingly
- Support assessment and provision for SEND students, including liaison with students, parents and teachers
- Prepare for and conduct EHCP review meetings for identified students
- Help ensure that EHCP provision is implemented and linked to agreed outcomes and identified needs
- Help with writing consultations for prospective EHCP students
- Support Year 6–7 transition arrangements for SEND students
- Coordinate support arrangements for SEND students attending trips and residential experiences
- Support Exam Access Arrangements (EAA), including supporting the EAA specialist teacher with evidence gathering and liaison
- Maintain an up-to-date understanding of relevant local and national SEND guidance and developments
- Deputise for the SENDCo in operational aspects of the role in their absence
- Supervise students in the SEND department during break and lunchtimes.
- Carry out a teaching commitment of 3-6 hours per week within the candidate's subject area eg Maths/English support, PSHE etc.

#### **Common to all staff job descriptions**

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors



- Work within the school's Equality Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose required from time to time.

*This job description is by no means exhaustive; our expectation is that the postholder will continuously seek to further the effective performance and development of the school, its students, staff and community.*

*The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.*

*This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.*