



Post Title:	Head of Learning Support & SENCO – TLR 1B
Rationale:	<p>The Head of Learning Support & SENCO:</p> <ul style="list-style-type: none"> • provides the strategic leadership and direction for SEND provision and ensures that it is managed and organised to meet the aims and objectives of the school. • has responsibility for securing high standards of teaching and learning for SEND; plays a major role in the development of school policy and practice. • ensures that practices improve the quality of education provided, meet the needs and aspirations of all pupils with SEND, and raise standards of achievement in the school. • leads and manages the team of Learning Support Assistants. • evaluates the effectiveness of teaching and learning, the subject curriculum and progress towards targets for pupils with SEND and staff, to inform future priorities and targets for SEND provision.
Responsible to:	Deputy Head Curriculum
Responsible for:	Teaching staff and LSA
Working Time:	195 days per year. Full time
Salary/Grade:	TLR 1b
	Key Responsibilities
Strategic direction & development of the subject	<ul style="list-style-type: none"> • Developing policies and procedures, in line with school policy, that will ensure high achievement and effective teaching and learning for SEND students. • Using data on pupil performance to inform policy and practice, identify underachieving pupils, and monitor the effectiveness of the provision for SEND students. • Establishing plans for the development of the SEND department that support the school improvement plan and ensure that the department is always seeking to improve. • Establishing a clear understanding within the department of the contribution made by the subject in supporting the school's aims and making a significant contribution to the development of the school's development plan. • Liaise with Deputy Head Curriculum and SMT link to ensure that the link between the work of the department and the global objectives of the school is firmly established. • Work with HoDs to allocate pupils to appropriate teaching groups. • Support staff by ensuring that all those involved have the information necessary to secure improvements in teaching and learning, dissemination of good practice in SEND across the school through the use of the learning support register and EHCP.

Relations with parents and wider community	<ul style="list-style-type: none"> • Develop and maintain effective partnerships between parents and the school's staff so as to promote pupils' learning; communicate effectively; providing information to parents about targets, achievements and progress. • Develop effective liaison with external agencies in order to provide maximum support for pupils with SEND.
Teaching & learning	<ul style="list-style-type: none"> • Identify and disseminate the most effective teaching approaches for pupils with SEND. • Monitor the effectiveness of appropriate teaching and learning activities and target setting to meet the needs of pupils with SEND. • Ensuring that the SEND staff are kept up to date in terms of SEND knowledge and skills. • For the general standard of discipline in the classroom. Help should be provided when other SEND staff are experiencing disciplinary problems. Coaching should be given to avoid problems as well as help at moments of crisis. • Support the development of improvements in literacy, numeracy and information technology skills, as well as access to a wider curriculum. • Identify and develop study skills to support pupils in their ability to work independently and learn more effectively. • Lead and develop effective liaison between schools to ensure there is good continuity in terms of support and progression in learning when pupils with SEND transfer. • Collect and interpret specialist assessment data gathered on pupils and use it to inform practice. • Develop, implement and evaluate systems for identifying, assessing and reviewing pupils' SEND in relation to the school's SEND policy. • Ensure that the needs, progress and targets of pupils with SEND are reviewed by SEND team and other teachers. • Provide guidance to other subject leaders on the selection of appropriate syllabuses and examination boards, in line with school objectives.
Leading and managing staff	<ul style="list-style-type: none"> • Leading and managing the Learning Support Department. • Establishing clear expectations and constructive working relationships among staff involved with the subject, including, through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate. • Acting as a positive role model for others. • Evaluating practice, appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness, audit training needs of subject staff. • Coaching members of staff in order to develop teaching and learning within the department and to enable teachers to achieve expertise in their SEND teaching and support. • Ensuring that trainee and new SEND staff are trained, monitored, supported and assessed in relation to the appropriate standards. • Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEND. • Advise, contribute to and where appropriate, co-ordinate the professional development of staff to increase their effectiveness in responding to pupils with SEND and provide support and training to trainee and newly qualified teachers in relation to pupils with SEND, understanding their needs and importance of raising their achievement.
Efficient and effective deployment of	<ul style="list-style-type: none"> • Establishing staff and resource needs for the subject and advising the Deputy head Curriculum of likely priorities for expenditure. Allocating available subject resources with maximum efficiency to meet the

staff and resources	<p>objectives of the school and subject plans and to achieve value for money.</p> <ul style="list-style-type: none"> • Advising the Deputy Head Curriculum on the deployment of staff involved in SEND to ensure the most efficient use of teaching and other expertise. • Ensuring the effective and efficient management and organisation of learning resources, including information and communications technology. • Maintaining existing resources and exploring opportunities to develop or incorporate new resources into schemes of work. • Using accommodation to create an effective and stimulating environment for the teaching and learning of the subject. • Ensuring that there is a welcoming, safe working and learning environment in which risks are properly assessed.
Additional Duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. • To undertake any reasonable request of the Head Teacher and accept any reasonably delegated additional responsibility from the Head Teacher.