

Job Title:	Lead Learning Facilitator (Literacy)
Responsible to:	Faculty Learning Leader (FLL) SEN & Inclusion
Date:	November 2017
Hours:	34hrs per week, 39 weeks per year
Grade:	Grade F, points 16 to 18

Job Context

Sponne currently has 1364 students and within this there are students who require varying degrees of support to access the full curriculum. This role focuses on the support provided by the Learning Support Faculty for our more vulnerable students in developing stronger literacy skills. The post holder will be assigned a timetable by the FLL SEN which will target SEN students both within the English Faculty and Learning Support Base. Some collaboration may be required with the Faculty Progress Co-ordinator (FPC) to avoid duplication of support for individual students.

Key Responsibilities

- Provide support and guidance to SEN students within the subject area and assist them in developing their learning skills
- Collaborate with the Teaching staff and assist in the assessment, monitoring and intervention required for the SEN students to make progress in their learning.
- Assist the teaching staff in the preparation of differentiated materials to meet the needs of the SEN students within the subject area.

Job Description:**Supporting the Student**

1. Assist specific students in class or small groups by using questioning, clarifying or explaining the subject content in an appropriate way for their needs and help them to access and process the teacher's requirements.
2. Motivating and encouraging the student as necessary in and out of lessons including an average of 4 hours of after school intervention/support and help students to concentrate on and complete tasks set including homework, recording their work and to become more independent learners.
3. Set SEN strategies and targets for the student to develop their learning skills and subject knowledge including listening and concentration skills.
4. Have an overview of each students' needs and how best to support them individually. Develop the appropriate skills and subject knowledge as an LLF in order to carry out this support successfully and be prepared to undertake additional training as necessary.

Supporting the teacher

5. Provide guidance and support to Faculty teachers in strategies and techniques on how to handle the specific needs of the students with SEN including advising on specific learning tools or resources as required.
6. Assist the subject teacher in the preparation of differentiated resources for SEN students including; record sheets for student use, modified activities and key word lists. Ensure these are stored in the faculty resource area so they are accessible to all who require them.

7. Provide regular feedback on the students' progress to the teacher and SENCo and contribute to the data gathering required for measurement of progress and achievement.
8. Be able to use Go 4 Schools to extract basic data relating to the progress of the SEN students within that subject area.
9. Follow appropriate training to be able to undertake student reading and spelling or numeracy assessments.
10. Support the teacher in managing the students' behaviour if appropriate by reporting difficulties or logging sanctions for students.
11. Attend Faculty meetings as required by the FLL SEN.
12. Make contact with parents, as requested by the FLL SEN to brief them on all planned intervention programmes, student progress and behaviour within the subject area.

Supporting the school

13. Administer routine tests and support with exam special arrangements across all subjects if necessary, during all exam periods as required.
14. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
15. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
16. Where appropriate develop relationships to foster links between home and school.
17. To liaise, advise and consult with other members of the team supporting the child/children when asked to do so.
18. To attend relevant in-service training.
19. Accompany teaching staff and students on visits and trips as required and take responsibility for a group under the supervision of the teacher.
20. To carry out any other duties as requested commensurate with the job description and salary grade as requested by the line manager or the Senior Leadership Team.

Revised: November 2017