



## CARLTON LE WILLOWS ACADEMY

### JOB DESCRIPTION

#### LEARNING HUB CO-ORDINATOR

<b>Responsible to:</b>	Special Educational Needs Co-ordinator (SENCO)
<b>Responsible for:</b>	The provision of a full learning experience and support for students
<b>Working Time</b>	Full time (37 hours per week, term time only)
<b>Disclosure level</b>	Enhanced

#### PURPOSE

To be responsible for the co-ordination of the Academy Learning Hub, managing the support provision of hard to reach students and those with additional needs, including those with Anxiety Related Non-attendance. To provide administrative duties relating to SEND and inclusion to ensure the smooth running of the Learning Hub.

#### MAIN DUTIES

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

1. To work co-operatively with teaching staff, support staff and other members of clerical staff to ensure integrated support across the Academy.
2. To work co-operatively with all members of staff, especially in relation to main job role.
3. To respond appropriately to students, parents, carers, outside agencies, schools/academies to ensure effective communication and completion of duties.

#### General:

- 1 To co-ordinate teaching and learning activities within the Learning Hub, as directed by class teachers or in parallel to departmental schemes of work.

- 2 To co-ordinate the in-class support provision for pupils with additional needs. Working closely with the SENCO and teaching staff to identify pupils requesting provision.
- 3 To facilitate the use of online learning platforms for pupils to access whilst in the Learning Hub.
- 4 To act as the first point of contact for the Learning Hub, managing enquiries and parental requests and signposting to appropriate departments
- 5 To work with a range of external agencies, eg Health social care, CAMHS, HRET to support the needs of pupils with specialist support.
- 6 To co-ordinate and manage supply staff needs within the Learning Support department, ensuring staff are provided with appropriate guidance when working at the school.
- 7 In consultation with the SENCO and Examinations Officer, support with the application process for the examination dispensation programme and timetable (Access Arrangements).
- 8 To co-ordinate Homework Club provision provided for SEND pupils, ensuring accurate registers are taken and deploying support staff as required.
- 9 To co-ordinate Breakfast Club provision provided for SEND pupils, ensuring accurate registers are taken and deploying support staff as required.
- 10 To provide admin support to facilitate co-ordination of access support for examination dispensation students.
- 11 To provide a point of contact for parents wanting to discuss matters relating to all SEND work.
- 12 To act as point of contact in absence of SENCO.
- 13 To keep the provision mapping/Bromcom etc administration and electronic storage updated as new information becomes available.
- 14 To make support information available on Bromcom
- 15 To liaise with the SENCo and Administration Support any updated information for the SEN Register
- 16 To provide administrative support to enable provision mapping data to be kept up to date and provide admin support for the production of reports when required
- 17 To support SEND pupils in accordance with the school policy.
- 18 To provide administrative support – as required for inclusion staff training and performance management/professional development or as otherwise directed.

- 19 Being aware of the Data Protections Act/GDPR and other legislation to ensure the confidentiality of records and information is maintained.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the Job Description.

Signed: ..... (Staff member)      Date: .....