

## **Director of Learning Support and EAL (Whole School) Job Description**

The Director of Learning Support reports to the Deputy Headmaster and the Head of the Lower School. They are responsible, across both the Lower School and Upper Schools (Reception – Year 13), for pupils with special educational needs and disabilities (SEND) and those for whom English is an additional language (EAL). They have strategic oversight of the support the school provides for pupils with SEND and EAL and have a crucial role in disseminating best practice across both schools to support such pupils.

They have overall responsibility for identifying, profiling, assessing and monitoring all pupils who require support, intervention or curriculum modification. They are responsible for ensuring that the delivery of Learning Support fulfils the school's legal obligations and is in line with current legislation and best practice.

The Director of Learning Support is responsible for producing SEND Policies and other relevant documentation. They will take a proactive role in ensuring that all staff provide excellent support for pupils with SEND or EAL.

### **Summary of the role:**

1. Strategic Planning and Delivery
2. Leadership of SEND Training and Provision
3. SEND Teaching and Learning
4. Leadership of EAL support
5. Liaison and Communication
6. Resource Management

### **Line Management Responsibilities:**

- Lower School - Learning Support Coordinator
- Head of EAL
- Higher Level Teaching Assistant
- Learning Support Assistant

## **1. Strategic Planning and Delivery**

- Lead the development and implementation of the Whole School Learning Support strategy.
- Develop and implement, across the Lower and Upper Schools, learning support initiatives to improve the quality of provision for pupils with SEND and EAL.
- Lead the Faculty to develop a common set of aims and priorities; working together across the Lower and Upper School.
- Lead the Learning Support Faculty in the preparation for inspection by ISI and JCQ (Access Arrangements).

## **2. Leadership of SEND Training and Provision**

- Develop and implement whole school policies and good practice in SEND, disseminating appropriate information to ensure that the requirements of the SEND code of practice: 0 to 25 year and the Equality Act 2010 are observed.
- Ensure that all staff in the Lower and Upper schools are fully trained regarding SEND provision.
- Support the induction and training of PGCE pupils, NQT and newly appointed colleagues in understanding SEND issues and delivery.
- Ensure that the school's SEND provision is regularly reviewed, fully documented and meets current legislation.
- Lead in the identification and assessment of all SEND pupils in the Lower and Upper schools.
- Coordinate pupil screening on a year group basis and communicate strategies to enable staff to support pupils with learning needs.
- Oversee the assessment for, and delivery of, access arrangements for public examinations in close cooperation with the Examinations Officer.
- Provide all paperwork (including Forms 8s) relating to access arrangements for public examinations.
- Oversee the annual internal examination SEND audit returns from departments.
- Maintain all relevant departmental documentation, including the Learning Support Handbook, Learning Support Policy and Learning Support Register.
- Manage the transition of pupils with SEND and EAL from the Lower School to the Upper School.
- Guide the Headmaster in pupil entry to the school; evaluate the needs of SEND pupils prior to arrival; liaise with feeder Primary SENCOs regarding transfer.

## **3. SEND Teaching and Learning**

- Coordinate and deliver individual and group support lessons.
- Develop Individual Learner Profiles for pupils with learning needs.
- Develop schemes of work to support individual pupils.
- Oversee the monitoring, target setting, and tracking of progress made by pupils with SEND and EAL.
- Be prepared to teach outside normal school hours (8:30 – 4:00 pm) and to meet with parents as required.

### 3. Leadership of EAL support

- Oversee, with the Head of EAL, the delivery of support for EAL pupils.
- Monitor the progress and attainment made by pupils with EAL.

### 4. Liaison and Communication

- Provide regular information for senior management in the Lower and Upper Schools and for external agencies.
- Inform senior colleagues of any issues relating to access to the curriculum or specific teaching areas.
- Liaise with external agencies, consultants and educational psychologist in matters relating to SEND assessment and provision.
- Formally and regularly report progress and attainment to parents.
- Assist pastoral staff in the support of pupils with learning needs.

### 5. Resource Management

- Maintain efficient and effective management and deployment of learning support resources.
- Manage the Learning Support budget and coordinate pupil billing returns to the Finance department.
- Be fully aware of Health and Safety issues relating to Learning Support resources and delivery.

## Review

This job description is not exhaustive and will be developed as outlined above: it will be subject to periodic review and may be amended to meet the changing needs of the school. The post holder will be expected to participate in this process and Colston's School would aim to reach agreement to the changes.

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

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I confirm that I have read, understood and agree to the above job description:

Name: .....

Signed: .....

Date: .....