

Role Profile: Head of Learning Support

Purpose

To lead our well established and highly regarded learning support department.

Key Accountabilities

- To be responsible for managing the programme of learning support throughout the school.
- Manage the learning support teachers and Learning Assistants (LA's)
- To oversee the most effective method of referral for pupils to ensure that learning needs are recognised and managed by the Learning Support department and to produce and regularly update Individual Educational Plans (IEP's)
- To work with class and subject teachers to develop strategies to best support pupils in lessons.
- To maintain and update the Learning Support Register and ensure relevant information is disseminated to staff.
- To regularly observe pupils with learning support needs in mainstream lessons.
- To foster and maintain strong relationships between pupils, staff and parents ensuring excellent and open communication at all times.
- To review the SEND Policy and Accessibility Plan and be aware of any changes made to legislation on an annual basis. o

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good academic qualification to degree level• Qualification in SpLD or equivalent.	<ul style="list-style-type: none">• Masters Degree
Skills	<ul style="list-style-type: none">• Excellent communication skills, particularly when addressing staff, pupils or parents• Confident in the use of ICT• Excellent time management and organisational skills• A commitment to getting to know each pupil as an individual learner• The ability to work flexibly, using own initiative and prioritising effectively	
Experience	<ul style="list-style-type: none">• Experience of teaching pupils with learning needs	<ul style="list-style-type: none">• Previous experience as a Head of Learning Support / SENCO• Proven record of working as an assessor of students with SpLD• Experience of managing EHCPs• The capacity to contribute to the broader life of the school

Key Stakeholders:

Internal: Pupils, Teaching Staff, Senior Leadership Team, Head Teacher

External: Parents