**THE HEATHLAND SCHOOL**

**HEAD OF LEARNING SUPPORT (TLR1a + SEN2)**

**Job Purpose**

* To strategically lead, develop and promote outstanding curriculum provision for all pupils requiring addition support for learning including those with SEN and EAL
* To lead and manage the staff within the Learning Support Department, in order to sustain their motivation, promote their professional development and secure improvements in their teaching.
* To ensure effective teaching and learning, both in own teaching and colleagues, through effective monitoring and support and use of data to ensure pupils are making good progress.
* To ensure effective deployment of resources.
* To liaise effectively with Heads of Year, Heads of Department and external agencies and staff to ensure the needs of specific pupils are met.

**Accountabilities**

1. To promote and develop social inclusion across the school in cooperation with the Assistant Head for Inclusion.
2. To ensure that all pupils on the SEN and EAL registers receive the necessary support to ensure that they meet their targets including liaison with external agencies.
3. To undertake the relevant training to test students for examination arrangements.
4. Keep up to date with national initiatives to ensure the department continues to develop and implement the cycle of evaluation, planning, monitoring and review.
5. To co-ordinate the KS2 to KS3 transition arrangements for SEN and EAL students.
6. To lead, guide, develop and disseminate information to staff through the CPD programme of the school regarding provision for additional needs of pupils.
7. Secure & develop effective teaching in the learning support department and the wider school as appropriate through lesson observations, team teaching, training and support to staff.
8. In liaison with the Assistant Headteacher for Inclusion to ensure the efficient use of funding and effective deployment of Learning Support staff by analysis of pupil need leading to effective target setting and review.
9. To consult with staff to formulate and monitor the Learning Support development plan in order to meet the requirements of the school development plan.
10. To play a key role in the appointment of staff within the department.
11. To perform any other associated tasks as may be reasonable required.
12. To follow all safeguarding procedures and complete training as required

This job specification may be re-negotiated if the needs of the department change in the future.