

## **Job Description – Support Learning Programme Coordinator**

**Reports to:** Assistant Head - Inclusion

**Purpose of the post:** Lead the support learning programmes for students to promote the educational development of students with particular barriers to their learning, making a positive contribution to the school's aims and support its CHARACTER values. To take responsibility for and coordinate the learning and progress of students requiring additional support to access and engage in the mainstream environment, meeting academic, social and emotional needs of students.

### **Core Responsibilities:**

- Lead the planning, coordination, management, operation and evaluation of each personalised support learning programme using Provision Map.
- Develop and implement a curriculum of study that meets the needs of each individual student.
- Provide a positive, safe learning environment that enables students with particular barriers to achieve.
- Work in collaboration with the Assistant Head to identify, coordinate and implement the most appropriate support learning programme for each individual.
- Act as an advocate for students completing support learning programmes to all stakeholders.
- Works in partnership with home tutors, students, parents/carers, house teams, subject teachers and external agencies to prevent students from school refusal, improving school attendance of the most vulnerable.
- Liaise with parents/carers and external agencies regularly as appropriate.
- Track and monitor the progress of all students completing support programmes, identifying and implementing intervention as needed to ensure success, and complete termly impact reports using Provision Map.

### **Other Responsibilities:**

- Form links with local providers to develop and implement a comprehensive support learning programme for students.
- Oversee the support learning programme provision to enable students to access learning.
- Review and evaluate all aspects of the support learning programmes to ensure maximum efficiency and enable good learning and progress.
- Develop support learning programmes that are tailored to the needs of each individual student.
- Review support learning programmes termly with parents/carers to ensure appropriate progress and share with all stakeholders.
- Demonstrate impact of the support learning programmes through increased attendance of students.
- Improve and review the attendance of students on the support learning programme through offering an engaging and rewarding programme.
- Ensure the implementation of the effective referral system for students to access the support learning programme that also enables clear tracking of impact.

- Work closely with the Assistant Head and wider team to ensure a consistent approach to all support learning programme referrals.
- Deliver aspects of the support learning programmes.
- Organise and deploy staff to deliver aspects of the support learning programmes as appropriate.

**Support Learning Programmes may include:**

- Academy 21
- Additional literacy
- Resilience
- Duke of Edinburgh
- Food hygiene
- Child care
- NCS
- ASDAN
- Outreach
- AQA short courses
- ELSA
- Drawing therapy
- Emotion coaching

**Whole School Responsibilities**

- To support the school's CHARACTER values, ethos and policies, and to ensure that school policies are applied correctly and consistently by all members of your team.
- To respond to all requests for information by SLT and others in a timely manner.
- To undertake any other duties as determined by the SLT line manager or HT.

Denefield School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post. This job description may be subject to amendment in order to meet the changing needs of the school, following appropriate consultation.

This job description has been agreed by both the post holder and the line manager and will be reviewed annually as part of the support staff appraisal process.

Post holder's signature:	
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Name:		Date:	
Line manager's signature:			
Name:		Date:	