



Head of Learning Support **Job Description**

The Head of Learning Support has responsibility for the day to day operation of the school's SEND policy and for co-coordinating provision for pupils with Special Educational Needs and Disability.

Specifically, the duties of the post are:

1. To be responsible to the Heads of school for the co-ordination of Special Needs and Disability support.
2. To be responsible for disseminating information on Special Needs and Disability to ensure development, continuity, progression and differentiation.
3. To co-ordinate and oversee the implementation of identification and assessment as laid out in the SEND policy.
4. To co-ordinate and liaise with Learning Support staff within the school and with outside agencies to provide appropriate support for children with Special Educational Needs and Disability.
5. To liaise with and advise colleagues on identification, assessment and classroom management.
6. To contribute to the In-Service training on SEND for staff, including using outside agencies.
7. To oversee record keeping, including the SEND register.
8. To control, evaluate and purchase equipment and resources for the teaching of Special Needs within the school.
9. To liaise with parents and promote open communication and understanding.
10. To keep up to date with current educational research and best practice.
11. To attend courses and to disseminate to colleagues where necessary.
12. To review the school's practices in providing for SEND and advise the Head accordingly.
13. To analyse data on attainment and progress and report findings to the SLT.
14. To liaise with the Registrar over admissions assessments.
15. To liaise with schools about the transfer of pupils to or from Thomas's.

16. Senior Leadership Team (SLT): To support the running of the whole school, with particular reference to SEN, as part of the SLT.

17. To review access arrangements and to enable pupils to type in school in class and for exams.

The job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

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 and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Safeguarding Officer or Deputy.