

JOB DESCRIPTION



Post: Learning Support Coordinator
Reports to: Vice Principal/SENCO
Start Date: April 2020 or earlier if possible

The Role

- As a key member of the SEND department, to be able to assess the needs of students and provide advice to develop provision which promotes equality for all.

Key Responsibilities

- Develop an in depth knowledge of SEN and disabilities to inform practice
- As a member of the SEND team, provide outstanding teaching and resources to allow all our pupils to achieve the highest academic standards
- Use a range of assessment tools to identify needs and appropriate interventions
- Assess students and process online applications for exam access arrangements
- Write reports relating to individual students
- Maintain regular and productive communication with students, teachers, parents/carers and outside agencies
- Provide advice and training about SEND to a wide range of stakeholders
- Provide a nurturing environment that helps students to develop as learners
- Adhere to the school's behaviour management policy, ensuring the health and well-being of students is maintained at all times
- Adhere to health and safety requirements and conduct risk assessments as necessary

Wider responsibilities:

- Support the Catholic ethos of the school
- Support the school's values and ethos by implementing policies, practices and procedures
- Help create a vibrant school community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a school and department culture and ethos that is committed to achievement
- To be active in issues of pupil welfare and support
- Covering lessons and providing other support and if required
- A willingness to contribute to the school's extra-curricular programme
- Attendance at parent consultation events, parents evenings and out of hours events as and when required