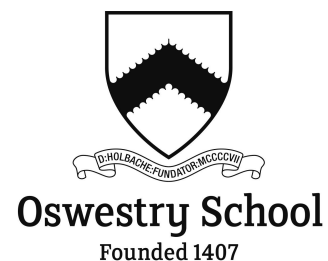


## JOB DESCRIPTION

Head of Learning Support (Bellan House)



Line Manager

[Head of Learning Support](#)

Job Purpose

To oversee, lead and develop Learning Support in Bellan House and to ensure that Learning Support pupils in Bellan House achieve their fullest potential.

### Responsibilities

- Maintain the Learning Support Register in Bellan House
- Distribute information to staff and parents relating to identified support needs through use of Learning Logs, ISAMS Wellbeing Manager.
- Oversee completion of teachers' Pupil Centred Plans (PCPs)/Learning Logs which include recording Plan/Do/Review, interventions etc.
- Compile on-going census information and overview of learning support, including interventions, SEND Code of Practice information and progress. Liaise with external specialist agencies both NHS, local authority and private to best identify needs, assess and support pupils.
- Facilitate the access to rooms and support time for specialist teachers.
- Monitor private specialist dyslexia and autism teachers including IEPs and ensure they maximise support and progress for pupils and act as a report to parents and teaching staff and adhere to the school ethos and policies.
- To provide evidence to CReSTeD and any other relevant awarding body.
- Advise, support and mentor, as required, the Learning Support Assistants in Bellan House
- Line manage LSAs in Key Stage 1 and Key Stage 2.
- Collate information required for and oversee completion of Statements /EHCPs and their annual review in Bellan House
- Advise on transition (Nursery to Reception, Bellan House to Senior, and to/from other schools) of Learning Support pupils
- Be responsible for admissions in coordination with the Head of Bellan House and HofLS in the senior school.
- Continue to foster a positive climate, which supports a positive attitude by all appropriate teaching and non-teaching staff towards the subject
- Attend all relevant meetings (including Key stage Meetings, and Parents Evenings) as and when required.
- Communicate with parents whenever necessary
- Work with the Head of Learning Support in the Senior school to:
  - Use national, local and School data (including inspection evidence) effectively, to construct appropriate policies, practices, expectations, targets and teaching methods

## **JOB DESCRIPTION**

**Head of Learning Support (Bellan House)**



- Successfully and effectively monitor progress in all areas, in conjunction with the [Teacher i/c Reports and Assessments \(Bellan\)](#)
- Ensure that the Departmental Handbook is kept up to date by reviewing and amending it as and when necessary, or at maximum of every two years in conjunction with the Head of LS in Senior School.

### **Successful Teaching and Learning**

- Maintain and develop effective learning support provision
- Evaluate the quality of teaching and standards of pupils' achievements and set targets for improvements
- Develop appropriate and effective programmes of study and schemes of work, whilst paying heed to – but not necessarily directly following - the requirements of the national curriculum
- Ensure that all Learning Support pupils are all appropriately challenged and supported
- Implement teaching and learning strategies that promote excellent pupil progress
- Provide a range of teaching and learning methods to meet the needs of different pupils
- Work with Key Stage Coordinators to implement clear policies for assessing, recording and reporting of achievement of Learning Support pupils, both during the year and from one year to the next, and linking this to target setting and to feedback
- Provide and develop opportunities for students to be enriched and enthused by Learning Support outside of the classroom and the normal timetable

### **Leading, Managing and Developing Staff**

- To provide everyone involved in the provision of Learning Support in Bellan House, the support, challenge, information and development necessary to sustain continuous motivation and improvement in their teaching
- To support all teaching and support staff involved in learning support to develop, achieve and maintain a positive, constructive working relationships with students
- To assist support staff by encouraging and fostering teamwork and communicating effectively with and between them at all times
- Encourage and provide the opportunity for all Bellan Staff to keep abreast of new ideas, theories, and general developments within Learning Support
- To make Departmental Staff aware of appropriate continued professional development courses in the theory and practise of Education and Learning Support
- To liaise closely and effectively with all necessary persons within the Prep Department
- To liaise effectively with outside agencies in relation to the pupils accessing this provision

**Efficient and Effective Deployment of Staff and Resources** – to identify appropriate resources for the subject and ensure that they are used efficiently and safely.

## JOB DESCRIPTION

Head of Learning Support (Bellan House)



- Ensure the availability of appropriate resources required to teach the curriculum efficiently and to meet the needs of any action plan
- Develop the provision of Information Technology within the subject
- Ensure that the working environment is stimulating, celebrates achievement and supports learning
- To follow all policies and procedures as outlined in the staff handbook.
- Carrying out other reasonable duties to support the effective running of the school as required and as asked by the line manager.

### Job Requirements

- DBS checked
- Holds a current teaching qualification and relevant special educational needs qualification(s) - specifically dyslexia and/or speech and language
- A good understanding of the SEND Code of Practice and the EHCP process
- Strong awareness of relevant health and safety issues
- The ability to motivate and sustain the interest of all children
- Fundamental people management and supervisory experience
- Excellent communication skills, including IT

<b>Signed</b> .....	<b>Signed</b> .....
<b>Print name</b> .....	<b>Print name</b> .....
<b>Dated</b> .....	<b>Dated</b> .....
<i>(Post holder)</i>	<i>(Line Manager)</i>