



POSITION DESCRIPTION

Position Title: Head of Primary Learning Support

Reporting to: Director of Inclusion & Global Citizenship

'To be global leaders in building brave, brilliant and inquisitive young people who are committed to the positive growth of themselves and others' -GIS Mission

PURPOSE

The Head of Primary Learning Support fulfils the responsibilities of the Primary School SENCo and oversees a team of Learning Support teachers responsible for supporting students with additional needs. They are expected to liaise with other subject specialists, heads of year, and members of PLT to ensure students are supported academically, emotionally, and socially to reach their potential.

SPECIFIC RESPONSIBILITIES

LEADERSHIP

- Ensure that systems, structures, and approaches align with the GIS approach to responsible inclusion.
- Develop, implement, and monitor student support as part of a tiered intervention model for students with additional needs, ensuring the Learning Support Department is utilised effectively.
- Strategically analyse and utilise data to inform and improve support systems.
- Review the effectiveness of support services regularly, working closely with the team to ensure continuity and consistency across year groups.
- Ensure that relevant school policies are current and that all staff are aware of these.
- Oversee the department's records, ensuring that the primary school's SEND Register and individual learner profiles are maintained, appropriate and current.
- Develop effective liaisons with external agencies to provide maximum support for children with additional needs.
- Have an up-to-date knowledge of inclusive educational research and international SEND legal standards, particularly the UK's SEND Code of Practice.

STRATEGIC

- To articulate a vision for the Primary Learning Support team which reflects the ethos of

the GIS strategic plan.

- Collaborate effectively with various teams and individuals to maintain a cohesive, strategic view of learning support across the Primary School.
- Liaise with Admissions and PLT to understand the current capacity within Primary School to support students with learning needs and plan accordingly.
- Work with the Director of Inclusion and Head of Secondary Learning Support to support the transition of students with additional learning needs into the Secondary School.

TEACHING AND LEARNING

- Act as an influential role model in classroom practice and relationships with students and staff.
- To develop programmes in response to the needs of individual students.
- Conduct and analyse educational assessments and diagnostic assessments as necessary.
- Implement and monitor student progress through targeted interventions.

COLLECTIVE RESPONSIBILITIES

- Lead professional learning and collaborative conversations with teachers, parents, and leadership regarding the most appropriate way to support students.
- To work with and support colleagues in facilitating student-centred learning experiences.
- To work with and support the Inclusion teams, particularly EAL and Counselling, to ensure that all students receive the appropriate support to flourish

POSITION SPECIFICATIONS

MINIMUM ACADEMIC/PROFESSIONAL QUALIFICATION:

- A relevant degree, a recognised teaching qualification, and a learning support-related qualification are required.

RELATED EXPERIENCE

- Experience in leading a Learning Support department in a large educational setting is preferable.
- A proven track record of supporting students with a range of additional learning needs

COMPETENCIES

- Models the GIS values
- Collaborates effectively with others
- Engages in professional learning to improve practice
- Actively participates in the wider life of the school
- Proficient in the use of technologies to support and enhance learning

- Reflective, emotionally mature and self-aware
- Flexible and adaptable with the ability to think creatively and take risks
- Strong social and emotional skills and intercultural awareness

This job description may be adapted to best fit the skills and needs of the appointed candidate. Over time, the job description may be modified through consultation between the post holder and the management.

Acknowledgement	Signature	Date
Manager's Name		
Employee's name		