

**Job Title**: Additional Learning Needs Coordinator (ANCO)

**Job Purpose:**

The role of the ANCO is to ensure that the learning needs of all students are met through the provision of high quality Additional Learning Needs provision and that the gap in performance between those students on the ALN register and those without Additional Needs become ever narrower. The ANCO is regarded as the main point of contact for all outside agencies on inclusion issues. The ANCO needs to deploy resources, not only to provide support students with a wide spectrum of additional learning needs.

Aside from the considerable challenge of leading the largest team on the staff, the ANCO needs to instil in all staff and within the organisation itself, the primacy of inclusion in the learning agenda.

**Reporting to**: Headteacher and Senior Leadership Team

**Responsible for**: Teacher in Charge of the MLD Resource, Teaching Assistants, and Training/ monitoring of all staff on the delivery of ALN needs provision.

**Strategic direction and development of ALN provision**

* To develop and implement policies and practices which reflect the school’s commitment to high achievement through effective teaching and learning.
* To ensure that all students placed by the Local Authority in the Resource Provision for ‘Moderate Learning Difficulties’ have a personalised educational programme to help meet their needs.
* To support all staff in understanding the needs of ALN students and ensure the objectives to develop ALN are reflected in the School Development Plan (SDP).
* To display a developing and professional knowledge base together with the ability to identify the key implications for the school and exercise a key role in assisting the SLT link and governors with the strategic development of ALN policy and provision
* To use relevant School, local and national data to inform targets for development and further improvement for individuals and groups of students.
* To establish clear targets for achievement in the ALN area and evaluate progress.
* To establish and implement a variety of systems and processes which provide good information gathering about the quality of teaching and learning for ALN students and their prior learning, progress and achievements.
* To monitor, analyse and interpret relevant school, local and national data and advise the SLT link on the level of resources required to maximise the achievement of ALN students.
* To liaise with staff, parents/carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision for ALN students.
* To involve all departmental colleagues in the creation and execution of the annual Departmental Development Plan (DDP). This will identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the School Development Plan (SDP).
* To support, facilitate and monitor the progress of the DDP to ensure it makes a significant contribution to the SDP
* To hold regular departmental meetings; keeping subject staff up-to-date with decisions and proposals made by different groups to seek departmental views of these.
* To assess and co-ordinate the identification, assessment and provison of ALN students.

**Teaching and learning**

* To lead the staff in the implementation of ALN specific teaching and learning requirements, both in extraction classes and in mainstream classes.
* To teach extraction classes of ALN students and to contribute to a limited extent to mainstream provision.
* To work with the SLT link and staff to develop effective ways of bridging barriers to learning through: assessment of needs; monitoring of teaching quality and student achievement; target setting, including IEPs; and developing a recording system for progress.
* To ensure that all staff follow the agreed support strategies for ALN students.
* To ensure that suitable methods of assessment are devised and applied at appropriate times to assess and meet the requirements of ALN students. To provide advice, support and guidance on course entry and requirements for ALN students.
* To initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities for ALN students.
* To use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff, and take appropriate action to improve further the quality of teaching and learning for ALN students.
* To provide quality assurance monitoring and intervention with all staff.
* To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside School staff, analysing work and outcomes.
* To assist the SLT link in the regular review of the standards of leadership and teaching and learning for ALN students.
* To undertake day-to-day co-ordination of ALN students’ provisions through close liaison with staff, parents/carers and external agencies.
* To work with all staff to ensure all students learning is of equal importance and that there are realistic expectations of students.
* To ensure all students within the school have the appropriate examination arrangements to suit their needs via internal assessment and application to JCQ

**Leading and managing staff**

* To provide professional guidance to staff to secure good teaching for ALN students, through both written guidance and meetings.
* To provide regular feedback and, where appropriate, INSET to all staff on teaching and learning for ALN students.
* To help in the selection of staff for the department.
* To be responsible for inducting new staff in the department.
* To ensure that all relevant staff understand, and are actively implementing, the key aspects of the school’s ALN policies.
* To assist members of the department in discipline matters.
* To secure, maintain and integrate the collaborative effort of the staff in the department so that involvement, commitment and team spirit are promoted.
* To ensure that staff in the department are familiar with and follow all school and departmental policies e.g. reports, disciplinary procedures, setting and marking of work.
* To lead, manage and effectively deploy the Learning Support Assistants in the department.
* To implement and promote the use of performance management to develop the personal and professional effectiveness of staff in the department.
* To act as a performance management team leader for identified staff
* To ensure the performance management arrangements are effectively discharged by the other team leaders in the department.
* To ensure that all staff in the department have high quality professional development opportunities.
* To co-ordinate all Annual Reviews.

**Resource Management**

* To maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.
* To administer efficiently and effectively the resources and capitation of the department.
* To ensure that the teaching area allocated to the department is kept in good order.
* To ensure colleagues create a stimulating learning environment for the teaching and learning of the subject.
* To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.
* To discuss departmental timetable schedules with all members of the department and to ensure a fair and realistic distribution of support and intervention in accordance with information issued by SLT.
* To plan the deployment of staff expertise to achieve the targets in the CDP.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Members will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.