**Job Title: Learning Support Coordinator**

Job Description

**JOB PURPOSE**

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| * This is an opportunity to undertake operational leadership of learning support on the campus. This includes line management, training and deployment of learning support staff and communication with campus colleagues and parents regarding the needs of students. The post holder will liaise closely with the Head Teacher, Regional Learning Support Coordinator and Learning Support Trustee.
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**DUTIES**

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| **Specific DUTIES** **Supporting Teaching and Learning*** Operational responsibility for the day to day running of Learning Support across School.
* Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils’ learning. This includes assessing access arrangements for public exams.
* Maintain the SEN register in accordance with the Learning Support Policy.
* Ensure all teaching staff are fully aware of Passports and targets for students on the SEN Register, and that targets are highly tailored and effective to support students’ progress.
* Plan, deliver and evaluate specific intervention programmes.
* Identify students and appropriate intervention for identified students.
* Monitor, track and analyse the progress of pupils on all intervention programmes.
* Lead a team of Support Assistants in the planning, delivering, evaluation and review of the Learning Support.
* Organise and manage appropriate learning environments and resources.
* Ensure communication between teachers and parents is highly effective in meeting students’ needs and bridging support strategies between school and home.
* Support teachers in promoting high standards across the curriculum and assist pupils to develop their skills.
* Have an understanding of relevant curriculum areas and reinforce the learning objectives as required
* Assist in the organisation of resources
* Prepare pupils before the lesson e.g. reading the text and explaining the words and phrases they do not understand

**Supporting Statemented students and those with an Education, Health and Care Plan*** Prepare for, chair and follow up annual reviews for pupils with a statement or Education, Health and Care Plan.
* Maintain a diary of reviews for EHCP students
* Make sure all evidence of progress against EHCP targets is detailed, accurate and demonstrates the impact upon the student’s outcomes.
* Be a point of contact for the parents of pupils at Phases 2 and 3 and those participating in the Learning Support Programme at Phase 1.
* Work with staff, students and parents to ensure pupils are set meaningful targets for improvement and monitor and review them appropriately.
* Ensure the Code of Practice is reviewed half termly and accurately maintained.
* Attend meetings as appropriate.

**Support for the school*** Be aware of and comply with policies and procedures.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Recognise own strengths and areas of expertise and use these to assist and support others.
* Participate in training and performance management as required.
* Deliver training as required, to support teaching and learning for students with learning support needs.
* Attend relevant meetings as required.
* To work as a part of a flexible and supportive team to further the ethos of the school and undertake any other duties as required by the Head Teacher and trustees commensurate with the scale of the post.

**General Duties*** To perform such other duties as may be requested from time to time, commensurate with the role
* Uphold and promulgate the Focus ethos within all areas of responsibility
* Contribute to, share in and promote the wider and longer-term vision of One School Global.
* To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OSG Equal Opportunity Policy
* Comply with and support the implementation of all School and OneSchool Global UK policies
* To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
* To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same

**PERSONAL Duties*** To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
* Ensure high standards are maintained, progressed and promoted in all areas of work
* To undertake appropriate professional development and positively participate in the appraisal of own performance
* Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
* Attendance at staff meetings as appropriate

**SAFEGUARDING** |
| OneSchool Global UK and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2016 and The Education Act, we expect all staff and volunteers to share this commitment  |

**Reporting To**

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| * Reporting to the Head Teacher & Regional Learning Support Coordinator
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**SUPPORT FOR THE ROLE**

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| OneSchool Global UK provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance.  |

**ISSUED BY**

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| OneSchool Global UK Issue date: June 2019  |

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Line Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JOB TITLE: Learning Support Coordinator**

Person Specification

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|  **Specification** | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Have considerable experience (at least 3 years) of working to support children’s learning
* Have an understanding of special educational needs as defined in the SEN Code of Practise
* Experience of working with children aged 7 to 18 years
* Have a good level of knowledge and understanding of at least one area of learning
 | * Have attended Inset on aspects of the curriculum; literacy/numeracy/SEN/early years/behaviour management/training and learning
* Understand the school’s policies relevant to the subject/support provided and how they relate to local and national frameworks/policies
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| **Education and Qualifications** | * Have been educated to at least CSE/GCSE/O level
 | * To be educated to degree level or similar
* Ideally be working towards their SENDco qualification
* Ideally possess QTS
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| **Skills and Abilities** | * Be sensitive to the needs of children
* Be trustworthy and discreet maintaining confidentiality
* Be able to establish clear boundaries
* Good communication skills written and verbal
* Good organisational skills
* A positive role model of professional practice and conduct of others
 | * Can use ICT effectively to support learning
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| **Training** | * Willingness to undertake relevant training and identify own development needs
* Committed to ongoing CPD and Professional development
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| **Attributes and Attitudes** | * Flexible approach and positive attitude towards work
* Punctual and reliable
* Ability to adapt to changes in the workplace
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| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application
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| **Safeguarding**  | * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students
* Ability to form and maintain appropriate relationships and personal boundaries with students
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The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

OneSchool Global UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.