



Job description

Updated 01/12/2020
For review January 2022

Head of Learning Support (SENCO)

Responsible to the Head of Senior School

The Learning Hub and Counselling team in Seniors at BSB recognises and promotes that the greatest strength lies in a structure of support rather than battling everyday challenges alone. Encouraging learning diversities, providing access to learning success for all, tailored support, guidance and assisting with emotional wellbeing and processes of socialisation are all ways of describing what The Learning Hub and The Counselling does, but its intention stretches much further than this. The Learning Hub and Counselling is an ever evolving development to stay current at the heart of Learning support. It's ethos lies in that pupil diversity should be celebrated, the individual challenges which students face should be shared and the varied map of Education should be navigated together by providing the strategies and confidence to achieve the highest standard.

The Head of Department fosters this programme in partnership with the Counselling service known across school as Support360. The candidate will support effective teaching and learning by providing professional leadership for the learning support team, managing the use of resources and being a model of professional practice. They will also ensure strategic development of the school's Special Educational Needs (SEN) provision and oversight of the day-to-day operation of that policy with the aim of raising SEN pupil achievement in partnership with the counselling service and development of the schools Support 360 initiative.

General Responsibilities:

- Support all staff in understanding the needs of SEN pupils through effective exploration and triage;
- Support departmental developments of SEN provision and evaluate its effectiveness.
- Ensure that progress of pupils with SEN enhances equal capability and opportunity.
- To develop an effective tracking system to monitor pupil progress and attainment;
To maintain and develop further monitoring systems to capture pupil progress ,development and growth.
- To develop a strategic plan for the department which supports the vision, ethos and policies of the school;
To continue to plan strategically across the department and subsequent Support360 to ensure progressive and informed changes to adapt to student needs.
- Liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision.

Administration and Planning:

- Support the identification of the most effective teaching approaches for individual pupils with SEN and communicate this effectively with teachers and students.;
- Work with staff to develop effective ways of bridging barriers to learning through:
 - assessment of needs
 - monitoring of teaching quality and pupil achievement
 - target setting
 - Pupil Passports/IEPs, or Provision Maps, PSP, CAF
- Collect and interpret specialist assessment data to inform practice;
- To support and provide assistance to students requiring independent learning provision.

- To continue to develop initiatives to build awareness and approachability for the senior student body.
- Undertake day-to-day co-ordination of SEN pupils' provisions through close triage within Support360 and relay this with staff, parents and external agencies;
- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department;
- To lead and coordinate specialist support provision to attend students' needs.
- To work with colleagues to formulate aims, objectives and strategic plans for the department, which are aligned to whole school action plans and have coherence and relevance to the needs of pupils;
- Where relevant, to ensure that Health and Safety policies and practices, including risk assessments, throughout the Department are in-line with whole school requirements and are updated where necessary;
- To carry out an annual subject audit and examination results analysis with school leadership to inform progress steps and identified developing need;
- To produce and maintain a departmental handbook including both SEN and EAL and Support 360 in partnership with the Counselling service;
- To produce relevant and challenging programmes of study, schemes of work and lesson resources;
To continue to coordinate learning Hub staff in the provision of group nurture, academic and pastoral support.
- To prepare annual orders for appropriate and sufficient equipment and material to support departmental aims;
- To undertake Performance Management Reviews and act as Reviewer for staff within the department;
- To assist the Head of Senior School with timetabling decisions and curriculum development.

Communication and collaboration

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the School Development Plan;
- To disseminate information from HODs meetings to staff;
- Using the Support360 model, liaise, communicate, update, monitor and reflect with Heads of Year, Heads of Department and Subject Teachers
- To host weekly reviews and reflections within the department;
- Using the Support 360 model, communicate effectively with parents and respond sensitively.
- To liaise with examination boards and the school's Examinations Officer to ensure adequate access arrangements;
- To continue to establish accessible means of direct communication for students
- To represent the department's views and interests in meetings with all school stakeholders.

Safeguarding and pastoral

- To be familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officers;
- To attend weekly safeguarding reviews.
- Using the Support360 model, there is a requirement to maintain confidentiality and discuss sensitive information and adapt support plans accordingly.
- To provide a safe space for students with appropriate social activities, promotion of inclusivity and nurture.
- To ensure the behaviour management system is implemented in the department so that effective learning can take place;
- To monitor and support the overall progress and development of pupils within the department, and to highlight any concerns to Heads of Year, School Counsellor, CPOs, or other relevant persons;
- To monitor pupil attendance with other members of the department, and to highlight any concerns to Heads of Year and/or the Senior School Leadership Team.

This post carries responsibility points based on the specific department, and release time for planning and managing the department is provided.