



Head of Learning Support and SENCO

JOB DESCRIPTION

<i>Job Title:</i>	Head of Learning Support and SENCO
<i>Responsible to:</i>	The Principal of Harrogate Ladies' College
<i>Works for:</i>	Principal and Senior Deputy
<i>Direct involvement with:</i>	Harrogate Ladies' College staff pupils and parents; College HLTAs,
<i>Hours:</i>	Full Time (Part-time may also be considered)
<i>Salary:</i>	Dependent of qualifications and experience
<i>Job Purpose:</i>	To support the College's provision for pupils with learning support and make a wider contribution to whole-school improvements.
<i>Main Duties</i>	<p>Learning Support – for pupils with special educational needs</p> <ol style="list-style-type: none">1. To work with and empower all teaching staff to offer the best learning opportunities for all pupils with special educational needs2. To promote an environment of openness, collegiality and innovation amongst teaching colleagues which encourages all teachers actively to support the work of the learning support department.3. To improve and develop learning and teaching in the Learning Support department through the collective development of resources, schemes and lesson plans of the highest standard.4. To develop and improve the teaching of all SEN pupils in both specific classes and individual pupil support. To work on all elements of this, from developing schemes, plans and resources to coaching and observing colleagues and leading training for staff.5. To identify, research and adopt the most effective teaching approaches for SEN pupils, including study skills that will develop pupils' ability to work independently.6. To work closely with the Heads of School, Senior Team, Heads of Department and teachers to implement best practice for pupils.7. To work with colleagues to develop and timetable suitable programmes of support to meet the needs of pupils.8. To liaise with parents over the provision for their children and have oversight of any planning meetings.9. To evaluate the quality of teaching and support for SEN pupils and lead on staff development for SEN pupils.

10. To enhance the development of the purposeful use of ICT in this area in order to improve learning.
11. To maintain progression and continuity in the subject area for pupils as they move up the school..
12. To ensure the Special Educational Needs of all new pupils are assessed and relevant information is shared, including liaison with transferring schools to ensure continuity of provision.
13. To assist in the promotion of whole school and departmental policies and to follow the school's Appraisal procedures and aims.
14. To manage and administer the department budget and resources effectively, and monitoring impact.
15. To manage the TAs and HLTAs in College.
16. To manage the College Learning Support register: ensuring that records of pupils' SEN needs and the provision made to meet those needs, are maintained and meet statutory requirements. To provide statistical data when required for census.
17. To ensure that ILPs are maintained that advise teachers and staff about the needs of pupils, strategies for supporting them and appropriate differentiated teaching methods.
18. To monitor the implementation of the ILPs, the development of resources and the assessment of pupils' progress. To take appropriate action when such monitoring identifies unsatisfactory teaching and learning or student progress.
19. To liaise with the Examinations Officer with regard to putting Examination Access Arrangements in place and to act as Designated Specialist Teacher for Exam Access Arrangements assessments. To provide examination support to individual pupils if and when required, for example as reader or scribe.

Pastoral Care

20. To carry out related pastoral duties in accordance with the school's pastoral policies to ensure the safety and wellbeing of all our pupils.
21. To attend Pastoral and Flourish meetings when required and to ensure that staff are aware of the specific needs of our pupils.

General

22. To undertake a share of general supervisory duties in accordance with the school's organisation of duty rotas.
23. To contribute to the school's extra-curricular programme.
24. Other duties as the Principal requires.

Person Specification

Qualifications

- DfE recognised Qualified Teacher Status or qualifications which, in the Principal's judgement, are appropriate for the role
- Degree or equivalent qualification
- To hold the National SENCO Award or equivalent is desirable

Professional Knowledge and Experience

- Understanding and/or experience of current developments in the secondary curriculum regarding SEN/Learning Support.

- Understanding of current approaches to assessment, recording and reporting procedures at various levels
- Knowledge of the implications of working in a multicultural environment
- Knowledge and understanding of issues related to equal opportunities and their implications for classroom practice

Professional Skills

- Ability to liaise with other teaching staff and work in co-operation with colleagues
- Ability to lead and manage
- Ability to motivate pupils through the use of a variety of teaching methods and the setting of appropriate goals and monitoring of progress
- Ability to assess, monitor and report on pupils' progress
- Ability to communicate effectively orally and in writing
- Ability to effectively manage, organise and control pupils' working
- Ability to successfully encourage pupils to the highest standards of individual achievement
- Ability to adopt flexible teaching and learning strategies
- Ability to develop productive working relationships with parents

Educational Commitment

- Commitment to the School's Aims and Values
- Commitment to the development of schemes of work which will promote the achievement of each individual pupil.
- Commitment to improving teaching and learning in the subject through research/development
- Commitment to addressing whole-school issues and cross-curricular themes in the subject, including literacy, numeracy, Pupil Voice, Assessment for Learning.
- Commitment to the achievement of quality in the education service through managing and monitoring the performance of staff and assisting in their Continuous Professional Development.
- Commitment to the development of links between the school, home and the community
- Commitment to providing a supportive environment for the pupils particularly for those with special educational needs

Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will not be allowed to start in school until all pre-employment checks have been completed satisfactorily. The successful applicant must be willing to undergo child protection screening appropriate to the post. The School is an educational charity and equal opportunities employer.