**Little Ilford School**

 **Job Description**

**Head of Learning Support / SEN teacher (TLR 2C)**

All staff working with students who have SEND must aim to move students from dependence to independence.

**1a High quality Teaching and Learning**

* You will have responsibility for raising the quality of teaching and learning.

You will be expected to:

* Develop strategies to provide active and engaging learning. Increase teachers' and your own repertoire so that all students access the curriculum.
* Ensure that the students' learning is matched to their ability.
* Develop and lead strategies that take account of students' learning preferences.
* Enhance the use of learning resources to maximise student engagement and success in your lessons.
* Use research to inform future developments

**1b Leadership to achieve high standard of Teaching and Learning**

* To develop the quality of Teaching and Learning by identifying the strengths and areas of development of the curriculum team members.
* Develop, select and model effective Teaching and Learning pedagogy and support.
* Coach individual curriculum members in order that high standards of Teaching and Learning and support are delivered.
* Maximise and share the good practise of curriculum team members to support Teaching and Learning, and intervention by Teaching Assistants.
* Monitor and evaluate the effectiveness of Teaching and Learning of all curriculum team members using a range of appropriate strategies.
* Ensure there is maximum impact of TAs on as many students as possible through in-class and withdrawal support.
* To be responsible for the teaching of the Learning Support/Bridge Curriculum Area throughout the school.
* To convene and chair meetings as appropriate.

**2a Exercise professional skills, expertise and judgement**

* Maximise use of outside agencies to support and enhance student progress.
* Create strong relationships with parents.
* Make referrals to SENCO for Educational Psychologist involvement.
* To assist the SENCO to make appropriate decisions and judgements on each SEN student to ensure full curriculum access or alternative curriculum provision.

**2b Innovate and create curriculum and pedagogy**

* To ensure the curriculum develops the skills, abilities and interest of all students.
* With the SENCO, develop Teaching Assistants to ensure the curriculum meets the needs of all pupils relevant to their needs and ability.
* To monitor, evaluate the effectiveness of the curriculum to ensure coverage, continuity and progression is made.
* Create and innovate new initiatives that will further develop the curriculum and student development and progress.
* Establish and implement clear policies and practises for assessment, recording and reporting on pupil achievement within the curriculum.
* Maximise and fully utilise data on prior attainment to secure and sustain student progress.
* To ensure challenging and appropriate targets are set for individual students or/and classes based on prior attainment and are regularly reviewed.
* Initiate effective intervention strategies to accelerate SEN students’ progress.
* To support pupils who have SEN and to ensure that their needs are met, specifically managing curriculum provision for pupils.
* To keep up to date with new developments in the Bridge Curriculum Area and liaise with colleagues as appropriate.

**3 School strategies and policies**

You will be expected to:

* Innovate and create new ideas and strategies to achieve the school's vision.
* Work creatively to overcome barriers, solve problems and to achieve the desired outcome.
* Strategically plan for both the short and long term to sustain the momentum of an initiative.
* Adapt and refine actions and strategies where and when necessary.
* Develop the creative ideas of others.
* Lead and manage change whilst creating ownership with others.

**3b Strategic planning to inform progress**

* Identify the key priorities to be included in the departmental MER ensuring it reflects the goals of the school and the curriculum.
* Set appropriate strategies, write and plan short and long term targets to achieve the desired outcomes.
* Systematically monitor and evaluate the progress and impact of the MER within the Department and to take direct action to ensure it is delivered.
* Work with the SENCO to prepare and keep an up to date MER within the whole school MER. 5. To participate in the pastoral organisation of the school.

**4a Impact on own pupils**

* Ensure all students achieve their potential and maximise prior attainment and knowledge to plan your lessons.
* Plan for learning
* Track, monitor and intervene to ensure all students achieve their best.
* Create a learning environment, where students feel safe, challenged and enjoy learning.
* Assess and mark work to provide clear and appropriate targets for improvement.

**4b Impact on other pupils**

* With the SENCO, ensure SEN students progress is maximised.
* Assess and move students up the Code of Practice as necessary.
* Analyse and evaluate relevant data, identify trends and areas needing direct intervention.
* Lead and direct appropriate actions that will tackle identified areas needing development within the curriculum.
* Monitor and evaluate the impact of the intervention on student progress within the curriculum.
* To ensure that student achievement is progressive and equals or exceeds the student, school and national expectations.
* Ensure all curriculum members set appropriate and clear targets for pupils.
* To continually evaluate and measure student progress in all classes. Challenge targets not achieved.
* To ensure that arrangements are in place for pupil assessment and for reporting within the appropriate framework.

**5a Enhancing student personal development and well-being**

* With the SENCO ensure SEN students receive a modified and appropriate, health, sex and personal development programme.
* Work with the SENCO for managing the behaviour of pupils in the Bridge and to develop effective strategies that will be shared with all staff.

**5b Lead, develop and enhance Teaching and Learning practice of others**

* With the SENCO monitor and evaluate TA effectiveness and use the findings to inform future training for individuals and the team.
* To identify and address areas of weakness using relevant and appropriate training.
* Identify and celebrate best practise within the department that is used to influence and improve the Teaching and Learning throughout the School.
* Create and sustain an effective team.
* To be responsible for the cross-curricular work and development of the SEN Department.

**6a Report to**

* Report and be accountable to Line Manager, SLT, Parents, Governors and Stakeholders.
* To produce reports as required by Line Manager and SLT.
* To produce accurate and honest reports relating to monitoring schedule.
* To maintain close and supportive links with parents/carers.
* To liaise with colleagues within the school, Primary partners, and other support agencies.

**6b Performance management**

* To appraise the performance of members in the curriculum team, set targets, monitor and review.
* Provide support to enable the individual to achieve targets set and challenge under performance.

**7 Line management**

* To manage and deploy staff effectively to ensure maximum impact on Teaching and Learning to ensure maximum impact on Teaching and Learning and the departmental progress.
* To prepare, develop and evaluate appropriate learning materials.