



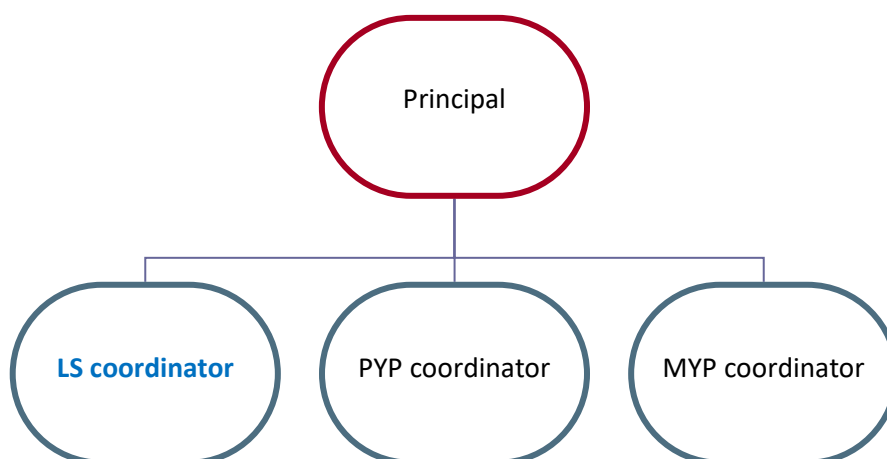
## Job Description: **Learning Support Coordinator**

### Overview

<b>Post</b>	Learning Support Coordinator (LSC)
<b>Level</b>	Section Coordinator
<b>Reports to</b>	Principal
<b>Supervises</b>	All teaching and support staff in Learning Support (LS)
<b>Responsibility</b>	LS statemented and additional LS students
<b>Revision date</b>	January 2022

**Purpose of post:** To assist the Principal and Curriculum Team in the development of the school. This will include the management of staff, the development of policies and procedures and their monitoring to ensure the effective delivery of the curriculum and high standards of achievement, behaviour and attendance from all pupils in the school. The post-holder will need to organise, manage and lead a team of staff, to ensure that all students have access to the curriculum, and are empowered to make progress, especially those with statements of Learning Support (LS), together with students with exceptional needs of any kind. The level of this position is within the middle management as a section coordinator.

### Position in the school management



## Characteristics of the post holder

- Committed to the core goal and mission of the school and the provision of the highest educational standards
- Well-qualified, with teaching and/or further special educational needs qualifications
- Relevant, varied and successful experience at a senior level
- Successful experience at managing staff and resources and developing education strategies
- Relevant experience in either a special school, or in an inclusive setting
- Experience of successful leadership and management of curriculum developments
- Excellent interpersonal and communication skills
- Well organised
- Willing to be involved in the extra-curricular life of the school
- To contribute to the planning and management of appropriate financial resources
- Ability to plan over a prolonged period, while paying attention to detail
- Ability to exercise initiative, accept responsibility and accountability
- Knowledge of current educational developments and legislation
- Knowledge and understanding of the application of the code of practise for students with LS
- Knowledge and understanding of issues related to the education of students with special needs
- Knowledge of curriculum planning and design

## Responsibilities

### 1. Teaching and learning

- Identify and adopt the most effective teaching approaches for pupils with LS, and work with pupils on an individual and group basis in order to support their learning
- Monitor teaching and learning activities to meet the needs of pupils with LS
- Identify and teach study skills that will develop LS pupils' ability to work independently, and to raise levels of achievement
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with LS
- Develop and implement appropriate measures to maximise the levels of educational achievement by pupils at the school

- Institute sound procedures to ensure good behaviour and discipline in the school with the co-operation of all staff

## **2. Recording and assessment**

- Set targets for raising achievement among pupils with LS
- Collect and interpret specialist assessment data
- Set up and monitor effective systems for identifying, assessing and reviewing students' achievement
- Update the Leadership team (LT) on the effectiveness of provision for pupils with LS
- Develop understanding of learning needs and the importance of raising achievement among pupils
- Attend consultation evenings and keep parents informed about their child's progress
- Monitor and evaluate the impact of teaching and learning and curriculum design on student attainment and progress

## **3. Leadership**

- Coordinate and lead LS teachers and assistants according to clear student IEP requirements and goals, exercise effective staff management, and both lead and motivate others to generate effective working relationships at all levels
- Coordinate and review the LS timetable according to student needs
- Organise the LS environment with the LS team
- Work successfully as team leader and a team member
- Lead staff development and training related to LS issues
- Ensure the quality provision of learning for LS students with regular review, and contribute to the planning and management of appropriate financial resources

## **4. Communication**

- Liaise with other members of staff, especially grade level teachers, about student needs, referrals and goals
- Work closely with the other support sections of the school (EAL, TAG<sup>i</sup> and pastoral care)
- Liaise with other external agencies including commune (i.e. BUP, KUA, PPT etc)

- Meet as part of the Leadership Team and work closely with the IB programme coordinators, Principal and Deputy Principal
- Meet regularly with LT and LS team (weekly) to discuss student progress and LS goals
- Communicate clearly and effectively using a range of methods, as appropriate, to a variety of audiences
- Ensure LS assistants understand IEP goals and receive appropriate direction and support
- Disseminate good practice in LS across the school and within classrooms
- Identify resources needed to meet the needs of pupils with LS and advise the LT of priorities for expenditure
- Ensure one LT member (i.e. IB coordinators) member and the relevant class teacher is present at IEP meetings

## **5. Planning and Leadership Support Function**

- To work with IB coordinators in the planning and monitoring of student provision for LS
- To advise the LT of any legal requirements or changes which may affect the running of the school, employment and management of staff regarding LS provision
- To proactively monitor communication channels to ensure communication is effective between all stakeholders, both internally and externally to the school
- To bring to the attention of the LT any issues which may affect the smooth running of the school

## **Further**

- To carry out any reasonable task which may be required from time to time by the Principal or Deputy Principal
- The duties outlined in this job description may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title
- At the current time this position has a 50% coordination and 50% teaching split

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<sup>i</sup> TAG as Talented and Gifted; EAL as English as an Additional Language