

HEATON MANOR SCHOOL

JOB DESCRIPTION

POST TITLE: Assistant Learning Manager – Assistant SENDCo

PAYSCALE: Main/Upper Pay Range with TLR 2a

RESPONSIBLE TO: Learning Manager - SENDCo

JOB PURPOSE: To lead the provision for students who have SEND and be accountable for their achievement. To assist the Learning Manager in the Student Support Area by contributing to the effective leadership of teaching and learning, and student development for those who have significant Special Educational Needs and/or English as an Additional Language.

MAIN RESPONSIBILITIES: The following list is typical of the level of duties which the postholder could be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Lead Teaching and Learning Responsibilities

1. Contribute to leading learning within the Student Support area by developing and implementing assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner achievement are met.
2. Lead, develop and enhance the teaching and student development practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning and management of learners.
3. Contribute to the management and development of the provision of programmes/activities that match learner aspirations and potential and achieve excellence for learners within the Student Support area or student development across the curriculum.
4. Contribute to the management and administration of exams access arrangements and related documents.
5. Contribute to the management and development of staff in order that curriculum/pastoral objectives are achieved.
6. Contribute to facilitating an ethos within teams, which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.
7. Contribute to ensuring that Health and Safety policies and practices, including Risk Assessments, are carried out in-line with national requirements.

8. Maintain quality assurance of reporting to parents on student progress in accordance with the school's overall systems.
9. Contribute to SEF processes and development planning within the Student Support area with regard to student development.
10. Help to secure effective liaison with feeder schools and outside agencies.

Generic Responsibilities

11. Create and manage a learning environment and achieve a supportive culture and behaviour management strategy, which enable learners to achieve their potential.
12. Contribute to the monitoring and development of Student Support area and student development across the curriculum to ensure suitable opportunities are provided for learner aspirations to be met.
13. Plan effectively in the short-, medium- and long-term and prepare lessons to ensure coverage of the curriculum and that the differentiated needs of learners are met.
14. Apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.
15. Assess, record and report on the development and progress of learners, develop and maintain Individual Learning Plans for a group of students and analyse relevant data to promote the highest possible aspirations for learners, targeting expectations and actions to raise learners' achievements.
16. Demonstrate ongoing development and application of teaching expertise and specialism to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.
17. Work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
18. Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
19. Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.
20. Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required

Specific Responsibilities:

Designated Assistant SENDCo

Manage the learning ethos within a group of students

Manage a caseload of students with SEND

Link with other professionals

Manage the production of Individual Learning Plans and monitor the plans

Manage parent consultations.

Identify and target specific groups of students for options and other courses

Share good practice with LSAs and other support staff

Monitor student progress, establishing intervention strategies to maximise student achievement

Contribute to the management of all SEND data systems

Assess and target students for SEND interventions across the school

Manage SEND provision across the school

Date: September 2021