



## Academic Leader - Learning Hub (SEND Provision) TLR2b

### Job Description

#### School Leadership

- To contribute to the wellbeing and development of the school as a Catholic Community.
- To be the main teacher within the Learning Hub delivering a bespoke curriculum, in collaboration with other specialists, to a group of students including those with SEND.
- To liaise with the SENDCO, Academic Leaders, Year Teams, Learning Support team and external professionals to help support the needs of students.
- To establish and maintain appropriate links with parents and carers in supporting the needs of the students.
- To direct and monitor the work of a team of teaching assistants who work with students.
- A commitment to develop your knowledge of the all key stage national curriculum.
- To work with a range of agencies to ensure all students have access to a broad, balanced and relevant curriculum, which prepares them for the opportunities, responsibilities and experiences of adult life.
- Monitor the progress made by setting objectives and targets for students with SEND, assist in the evaluation of the effectiveness of teaching and learning, and use the analysis to guide further improvement.
- Collect and interpret specialist assessment data gathered on the students and use it to monitor progress towards targets and inform practice.
- Identify and develop study skills to support students in their ability to work independently and to learn more effectively.
- Perform other relevant duties as may be reasonably assigned by the SENDCO or Headteacher.

#### Curriculum

- Deliver high quality personalised learning programmes to students which develop student knowledge in the core curriculum subjects and in areas of social and emotional development.
- To teach students in small groups or 1:1 as part of literacy and numeracy interventions and create innovative lesson plans and schemes of work.
- To deliver specific interventions such as social skills groups and personal development work.
- Attend parents' evenings and ensure parents are informed about their child's progress, and support to develop their understanding and knowledge of SEND in order to meet their child's needs.
- Promote high standards of behaviour within in accordance with the school policy.



---

## Resources

- To plan and prepare lessons including the setting and marking of work.
- To provide or contribute oral or written assessments, reports and references as required for individual students.
- To be proactive in researching new resources/software and liaise the SENCO on new learning opportunities.

## Students

- To liaise with Year Teams and parents regarding progress and behaviour of students in the Learning Hub.
- To take an active role in the promotion and implementation of cross-curricular and extra-curricular activities.

## Leadership of Staff

- Participate fully in the statutory requirements for Performance Management / Appraisal including line management of staff, targets to improve student progress, classroom observations and review meetings within the agreed school policy and national guidelines.
- Commit to further professional development through attending meetings, training and undertaking relevant reading.
- Support the SENDCO to provide or co-ordinate the professional development of staff through the delivery of CPD, to increase their effectiveness in responding to students with SEND, and provide support for all teachers as necessary.
- Attend staff meetings and staff training days / sessions as directed.

## Partnership Working

- Support the SENDCO in providing regular information to the Headteacher and the Governing Body.
- Promote effective partnerships between the school, parents and external agencies by sharing information about student progress, targets and achievement.
- Facilitate smooth transition throughout all stages KS2 to KS4 for all students.
- Develop effective liaison with external agencies in order to provide maximum support for students.

## Ethos

- Promote and uphold the Catholic ethos and values of the school
- To promote students' spiritual, moral, social, cultural, mental and physical development.



---

## Whole School Responsibilities

- To promote positive student behaviour within the department and around the school.
- To ensure the school's health and safety policy is properly applied in the department and in other areas of the school where the post holder works.
- To promote and act in accordance with the school's equal opportunities policy.
- To take part in staff supervisory duties as per the published rota.
- To contribute towards the preparation and staffing of open evenings as required.

## Other Specific Duties

All Teaching Staff are expected to meet the relevant Professional Standards for Teachers in addition to the job description detailed above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The post holder will be expected to comply from time to time, with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in this job description.