

TANBRIDGE HOUSE SCHOOL

JOB DESCRIPTION

LEARNING COACH

Salary: West Sussex Scale 4, points 5-6
Hours: 28.75 hours per week, term time only
Responsible to: Inclusion Manager

PURPOSE

- To support the learning and help regulate the well-being of specific students with special educational needs including students with neurodiversity and /or disabilities (SEND) in order that they may develop to their full potential.
- To support the Inclusion Department ethos, which is to encourage students with special needs to have a positive self-esteem and to become focused, independent learners who make good progress.
- To build relationships that foster resilience and courage in our students to be in charge of their own emotional and academic progress.

RESPONSIBILITIES

- To be aware of and have an understanding of student's SEND
- Provide support for students with SEND within the classroom, offering help with learning; understanding work set, scribing, reading texts and completion of written work
- Assist the class teacher to adapt materials suitable for students with learning and/or physical/sensory difficulties
- Supporting the work of the class teacher by withdrawing individuals or small groups to go over the essential core facts necessary for that topic
- Supporting in the classroom by checking that students with SEND are on task, that they have understood what is required and that they can work as independently as possible. Providing feedback to staff after lessons as appropriate
- To contribute to reviews of students, their progress, including Annual EHCP Reviews and attendance at these Reviews where appropriate
- Liaising with other members of the Inclusion Team and advising on students and their progress, with regard to their attitude, application and well-being
- To be prepared to work with specific allocated students on the SEND register as their 'named adult' in school, to mentor them on a regular basis; support their progress as well as their social and emotional wellbeing
- To run/assist with the running of Inclusion clubs and activities for the benefit of SEND students if required
- Accompany groups of students on off-site and school activities
- Be ready to supervise recreational activities of students where necessary
- Assist students with specific physical and emotional difficulties and/or medical conditions. This may include assistance with student personal hygiene / self-care.
- Communicate professionally and effectively with colleagues, parents and occasionally outside agencies. To be aware of the confidentiality of some

issues linked to home / student / teacher / schoolwork and to maintain confidentiality

- Assist with exam access arrangements, including reading and/or scribing for individual students as required
- Support and actively promote the Disability and Equality policy within the school, ensuring all children with SEND have access to equal opportunities and inclusive practices
- To encourage students to interact with each other in a socially acceptable manner
- To attend training sessions (internal and external) to support CPD where relevant
- Assist with the accurate maintenance and organisation of student information for the SEN filing systems, including updating of SEN/Inclusion Alert Book and student profiles as required
- Know school policies and work within these guidelines, ensuring the welfare and safeguarding of all children within the school
- To occasionally cover small group Inclusion lessons if required
- Be aware of the potential hazards that may be encountered with the school environment and be able to recognise such situations in relation to the need of the students.
- Other support duties as may be required from time to time