

WYMONDHAM COLLEGE JOB DESCRIPTION

LEARNING LEAD

Line Managers job title:	SENDCO
Salary:	Points 12-17 of the Support Staff Scale FTE £27,711-£30,060 per annum Pro rata £22,247-£24,551 per annum, including an allowance for holiday pay
Tenure:	Permanent
Contract type:	Term-time plus 1 week
Hours per week:	38.5

THE POST

Wymondham College is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Wymondham College.

Wymondham College seeks to appoint an outstanding individual to a role in our SEND department.

The Learning Lead (Cognition and Learning) is responsible to the SENCO for delivering intervention programmes for students with Cognition and Learning difficulties, which may include those struggling with literacy and numeracy difficulties. This will include responsibility for identifying, tracking and reviewing student progress, running intervention and demonstrating the impact of intervention programmes. You will mentor students with Cognition and Learning difficulties, acting as a point of contact for parents within the Learning Support Team and reviewing student profiles termly.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of a Learning Lead are:

- Experience of working with students who have Cognition and Learning difficulties in either a Primary or Secondary setting;
- Experience of, or a willingness to carry out research and maintain a current knowledge of all areas of SEND, in order to identify and advise purchase of suitable resources;
- Ability to handle, track and analyse data;
- Have excellent interpersonal skills;
- Approachable, courteous and able to present a positive image of the school to learners, parents and others;
- Ability to work constructively as part of a team;
- A willingness to be trained in other areas of need;
- Observe confidentiality, sensitivity and a commitment to providing the best possible opportunities to the learners;
- Strong organisational skills.
- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a Learning Lead are:

- A good level of literacy and numeracy;
- Courses completed in Cognition and Learning and other areas of SEND;
- Experience with SEND in a Secondary setting.
- Experience of delivering intervention programmes (Supporting development of literacy and numeracy, for example) or a willingness to undertake training.
- Experience of using assessment tools (YARC, for example) or a willingness to undertake training
- Experience of mentoring students with Cognition and Learning difficulties.
- Degree (Not essential) or equivalent experience.
- A minimum of a grade C / 4 in English and Maths GCSE.

JOB SPECIFICATION

General Responsibilities

The Learning Lead is responsible to the SENCO for delivering intervention programmes for students with learning challenges such as dyslexia and dyscalculia. This will include responsibility for identifying, tracking and reviewing student progress and demonstrating the impact of intervention programmes.

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Consult the SENCo, teachers, parents and outside agencies to develop pupil specific curriculum, taking into consideration baseline data and student profile;
- Carry out assessments to identify existing and potential barriers to learning and determine appropriate intervention programmes;
- Undertake research to determine an appropriate package of resources and suitable materials to best meet the needs of students. Provide and utilise appropriate resources;
- Plan and deliver programmes of intervention;
- Under direction of the SENDCo, monitor and assess the impact of intervention programmes within the classroom and advise on methods and best practice to suit individual student needs;
- Negotiate appropriate timetable allocation for intervention programmes where necessary;
- Communicate with and meet class teachers and tutors regularly to review content and impact of intervention in lessons;
- Provide support through academic mentoring to selected learners;
- Communicate directly with families and/or boarding houses as appropriate;
- Accurately analyse data, assess progress to improve learning outcomes;
- Produce termly written reports and provide evidence of impact of intervention to inform the SENDCo about the progress made by students on the Curriculum + Intervention programme;
- Attend regular monitoring reviews to discuss progress with parents, tutor, Head of House and the SENDCo;
- Maintain and update intervention records held in student files and inform student profile amendments;
- Attend and participate in weekly departmental meetings;
- Support the SENDCo with contributions to the annual education health care plan review process for learners;
- Share knowledge, experience and expertise and provide advice / guidance to all staff on cognition and learning as part of the programme of CPD at the College;

- To review with the SENCo, the effectiveness of Curriculum+ and other Intervention.
- Update Provision Map program including details of students' needs and student profiles.
- Complete Plans for students' receiving additional support and intervention

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time plus 1 week
Hours per week	38.5
Normal working Pattern	Monday – Friday 8:30-16:00 Saturday 8:30-12:00 (24 a year)
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- Points **12-17** of the Support Staff Salary Scale
- FTE Salary: **£27,711-£30,060** per annum
- Pro rata salary: **£22,247-£24,551** per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately 22% (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

NOTE FOR WC: The annual salary will change each year depending on the days and weeks in the academic year.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.