

WYMONDHAM COLLEGE JOB DESCRIPTION

LEARNING LEAD (COMMUNICATION & INTERACTION and SOCIAL EMOTIONAL MENTAL HEALTH)

PERMANENT, PART-TIME, TERM-TIME PLUS ONE WEEK, 38.5 HOURS PER WEEK

Line Manager	SEND
Salary	Points 12-17 of the SET Support Staff Salary Scale FTE £22,517 - £24,920 per annum Pro-rata £18,171 - £20,417 per annum, including an allowance for holiday pay

THE POST

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

The Learning Lead (Communication & Interaction (C and I) and social emotional and mental health (SEMH) is responsible to the SENCO for delivering intervention programmes for students with communication and interaction and SEMH difficulties, which may include for example Autism Spectrum Disorders and Social Communication Difficulties. This will include responsibility for identifying, tracking and reviewing student progress, running intervention and demonstrating the impact of intervention programmes.

Wymondham College is a member of the Sapientia Education Trust (SET), which is currently led by the Principal of Wymondham College as CEO.

On appointment, the successful candidate will be required to complete a six month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all College support staff are:

- 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;

- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Learning Lead are:

- Experience of working with students who have C and I or SEMH 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 qualifications and previous experience required for a Learning Lead are:

- A good level of literacy and numeracy;
- Courses completed in the C and I and SEMH areas of SEND;
- Experience with SEND in a Secondary setting.
- Experience of delivering intervention programmes (ELSA, Social skills, Drawing and talking, for example) or a willingness to undertake training.
- Experience of using assessment tools (Boxhall profile/SDQ Questionnaire for example) or a willingness to undertake training
- Experience of mentoring students with SEMH/Communication and interaction difficulties.
- Degree (Not essential) or equivalent experience.

JOB SPECIFICATION

General Responsibilities

The Learning Lead is responsible to the SENCO for delivering intervention programmes for students with communication and interaction difficulties, which may include for example Autism Spectrum Disorders and Social Communication Difficulties. 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. He/She 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.

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.

Specific Responsibilities

- 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 SENCo, 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 SENCo 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 LIC;
- Maintain and update intervention records held in student files and inform student profile amendments;
- Attend and participate in weekly departmental meetings;
- Support the SENCo with contributions to the annual statement of SEN / education health and 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 and the Vice Principal (Learning and Teaching) the effectiveness of Curriculum + Intervention.
- Update Provision Map program including details of students' needs and student profiles.
- Complete Plans for students' receiving additional support and intervention.

HOURS OF WORK

Paid Weeks per year	36
Working Weeks	Term Time (normally 35 weeks), plus one week during Wymondham College Holidays.
Hours Per Week	38.5
Normal Working Pattern	Mon – Fri 0830 – 1600 Sat 0830 – 1200
Unpaid Breaks	30 minutes where the shift 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	College CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days that fall on your normal working days. Any additional time required for CPD can be claimed on a timesheet
Overtime	Additional work may be required on Saturday mornings or evenings during term time for which overtime is not paid, but time-in-lieu may be taken at agreed times. Time-in-lieu is to be taken in College holidays where possible.

REMUNERATION

Salary Details:

- Points 12-17 of the SET Support Staff Salary Scale
- **FTE** £22,517 - £24,920 per annum
- **Pro-rata** £18,171 - £20,417 per annum, including an allowance for holiday pay

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

The post-holder will be entitled to join Wymondham College's nominated pension scheme for support staff.

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 Wymondham College employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of 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.

REVIEW

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.