

## Job Description

**Line Manager:** SENDCo, Learning Support Coordinator

### **Main Purpose**

- To support the College's aims through the development and operation of the Special Educational Needs Faculty

### **Support for Students (Level 2)**

- Attend to the personal needs of students and implement related personal programmes
- Support students in the learning environment and ensure their access to learning – for example, in-class support, one-to-one and some group work
- Encourage students to interact with others where appropriate and engage in activities led by the teacher
- Encourage students to act independently when this is required
- Establish good relationships with students and be aware of and respond to individual needs
- Create and maintain an orderly environment in which to work with students. Source and develop appropriate resources
- Observe and report on students' problems, progress and achievements to the Learning Support Co-ordinator or classroom teacher as agreed
- Promote the inclusion of students

### **Support for the Teacher (Level 2)**

- Work with the teacher before the lesson to ensure that learning programmes are understood so that effective learning can take place
- Observe and report on students' problems, progress and achievement to the teacher

### **Support for the Curriculum (Level 2)**

- Help students to understand instructions
- Support students in respect of lesson content and in terms of national learning strategies – for example, literacy, numeracy, KS3, KS4 – as directed by the teacher
- Support students in using ICT

### **Support for the College (Level 2)**

- Be aware of and comply with policies and procedures relating to child protection
- Be aware of and comply with policies and procedures relating to health and safety and report any issues to your line manager
- Ensure that all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the College
- Appreciate and support the role of other professionals
- Provide clerical and other support to meet the delivery of requirements – for example, working records for students / records of meetings
- Participate in meetings and team development activities to support achievement
- Undertake relevant training and performance management as required
- Assist with the supervision of students out of lesson times, particularly at break times
- Accompany teaching staff and students on visits, trips and out of College activities as required
- Operate at all times in a professional manner with students, colleagues and representatives from external agencies
- Cover for absent colleagues when this is required

**General**

- General Supervision at break time.
- Other duties in support of the College as decided by the Principal within the scope of this post

These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.

It is the practice of this College to examine Job Descriptions and to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed. It is the College's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to direct change to your Job Description after consultation with you.

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