Park House School

Learning Support Manager

Job Description:

We are looking for a person with experience of working with students with a wide range of additional needs to support the effective management and day-to-day activities of the Learning Support Department. Experience of working as a HLTA would be desirable but is not essential. As part of the role, you will be responsible for:

- Managing the day-to-day deployment of the teaching assistants;
- Communicating with parents/ carers;
- Organising the paper and electronic files of students with special educational needs;
- Supporting and managing the learning and behaviour of students in the department;
- Liaising with subject staff as appropriate;
- Supporting the SENDCo as needed.

Duties and Responsibilities:

- Plan, prepare and deliver learning to individuals and small groups modifying and adapting activities to advance students' learning as necessary within agreed systems of supervision;
- Be aware of and work within school policies and procedures;
- Assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge students' learning;
- Work collaboratively with staff and other relevant professionals and provide information about students as appropriate;
- Plan and implement strategies to support students in their social development and their emotional well-being, dealing with and following the school's policy on reporting problems as necessary;

- To encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life;
- Establish and maintain relationships with parents, carers and outside professionals;
- Support the development and implementation of Support and Achievement Plans;
- Take responsibility for students on trips, visits and out of school activities as required;
- Invigilate examinations as required;
- Maintain good relationships with colleagues and work as part of a team;
- Attend relevant meetings as needed;
- Participate in training and other learning activities and performance development as required.