**THE BROXBOURNE SCHOOL**

**JOB DESCRIPTION**

Job Title: Welfare and Learning Support Coordinator

Reports to: SENCO / Deputy SENCO

Salary range: H6 point 14 to point 19 (FTE £28,624 to £31,067)

Actual salary: £22,267 to £24,102

Hours of work: 32½ hours per week – term time only plus inset days

8.30 am to 3.30 pm with a 30-minute lunch break

**Key Purpose of the Role**

* To assist the SENCO in managing and leading the LSA team
* To manage the timetabling of LSA support within the classroom and the SEN Hub
* To liaise with subject departments and pastoral leads
* To liaise with support services and parents
* To coordinate and monitor the support of KS3 and KS4 pupils
* To collate evidence from teaching staff, co-ordinate the writing of exam access arrangements and to liaise with external support agencies to coordinate and set up these arrangements for all KS4 pupils
* To attend parents’ evenings on an adhoc basis

**Additional Responsibilities**

The role of the Learning Support Coordinator is to support teachers to help meet the needs of pupils with learning difficulties, physical or sensory impairment and emotional and/or behavioural difficulties. The support may involve any of the following:

* Assisting in class by encouraging and motivating pupils and by, for example, reading information, reading and/or repeating instructions, checking for understanding, demonstrating a process and supervising use of equipment in practical activities, acting as a scribe for a pupil and assisting with note taking
* Establishing a supportive relationship with the pupils concerned
* Encouraging acceptance and inclusion of the pupil with SEN
* Developing methods or promoting/reinforcing the pupil’s self-esteem
* Observing and monitoring pupil behaviour, encouraging good behaviour, addressing poor behaviour and reporting unacceptable behaviour to the teacher
* Working with pupils on a one-to-one basis, hearing pupils read, supervising individual programmes of work provided by the teacher and assisting with assessment
* Helping pupils with physical impairment in practical activities, with their mobility around school and with intimate care

**General duties**

* To meet regularly with other LSAs and the SENCO
* To liaise, advise and consult with other members of the team supporting the pupils, as required
* To contribute to reviews of pupils’ progress and maintenance of pupils’ records, as appropriate
* To attend INSET

**Health & Safety**

Be aware of and comply with policies and procedures relating to child protection; health and safety and security; confidentiality and data protection; and report all concerns to an appropriate person.

**Review of Duties**

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities and in performance management and development, as required by the school’s policies and practices. The duties and responsibilities listed above describe the post as it is at present. The key purpose and key responsibilities of the job are subject to review and may, after discussion with the postholder, be revised. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

There will be a requirement for flexibility to attend meetings outside the contracted hours of employment and this will be paid as additional hours.

*We are an Equal Opportunities employer.  The Broxbourne School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/or with protected characteristics, to apply. The school is committed to safeguarding and promoting the welfare of children and young people and expects anyone applying to work in our school to share this commitment.  All appointments are subject to pre-employment checks, including a satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service.*