

## Job Description- **Head of Learning Support**

Date: November 2025

<b>Main Duties and Responsibilities</b>
<i>Internal Responsibilities</i>
<ul style="list-style-type: none"><li>• Overseeing the provision of support for children identified with additional needs.</li><li>• Maintaining the Learning Support Register.</li><li>• Identification, assessment, monitoring and support of children with additional needs including gifted and talented.</li><li>• Analysing the performance data of pupils on the Learning Support Register</li><li>• Drafting and reviewing Individual Learning Plans, in cooperation with the Class Teachers who set and review the majority of the targets.</li><li>• Liaison and communication with parents and staff regarding pupil targets and progress</li><li>• Management and training of Teaching Assistants/ Higher Level Teaching Assistants (Tas/HLTA's).</li><li>• Liaising with outside agencies such as Educational Psychologist, Speech and Language Therapists and Occupational Therapists.</li><li>• Training/ updating of staff during INSET and twilight sessions.</li><li>• Involvement in the transition of Learning Support pupils from feeder nurseries to The Buchan</li><li>• Managing the transition of Learning Support pupils from The Buchan to KWC and other secondary schools.</li><li>• Managing access arrangements for the 11+ and other internal GL assessments</li><li>• Involvement in the interrogation of data to monitor progress of SEND pupils.</li><li>• Strategic planning for Learning Support Department to include support and enrichment.</li><li>• Leading weekly booster clubs in literacy and numeracy</li><li>• Leading an after-school activity each week</li><li>• Liaise with the Head of Learning Support at KWC</li></ul>
<i>Responsibilities as a staff member</i>
<ul style="list-style-type: none"><li>• To comply with all policies, practices and procedures of the school and to carry out all duties with full regard to the agreed equal opportunities principles</li><li>• To work with professionalism and confidentiality at all times</li><li>• To attend weekly meetings as appropriate</li><li>• To play a full and active role in the schools professional development including dedicated training days</li><li>• To promote activities of the school at all times</li><li>• To positively contribute to the achievement of the school goals, development plan and other initiatives</li><li>• To comply with all health and safety at work requirements as laid down by the employer</li></ul>
<i>Flexibility Clause</i>
<ul style="list-style-type: none"><li>• To undertake tasks of a similar nature and level as requested by the Head of The Buchan School</li></ul>

<i>Variation Clause</i>
<ul style="list-style-type: none"><li>• This is a description of the job as is constituted at the date shown below. It is the practice of KWC to periodically examine job descriptions, updating them to ensure that they relate to the job performed, or to incorporate any proposed changes. This will be conducted by the appropriate manager in consultation with the post holder.</li></ul>