



Job Description: Head of Support for Learning

In addition to the duties set out in the job description for a classroom teacher, the Head of Support for Learning will be expected to carry out the following duties under the direction and supervision of the Deputy Head in order to help promote effective learning and teaching amongst all pupils, but specifically those with additional support needs, both in and out of the classroom. They will provide Additional Support for Learning in line with school policies, curriculum guidelines and the Additional Support Needs (Scotland) Act 2004.

Essential requirements:

- Exceptional interpersonal skills.
- The ability to work cooperatively in a variety of settings with a range of professionals and parents.
- A sound knowledge of the Additional Support Needs (Scotland) Act 2004.
- A sound knowledge of the GIRFEC principles.
- Extensive experience of working with children and young people with Additional Support Needs.

Desirable:

- Further qualifications relating to Additional Support Needs.
- A willingness to extend your skills into more specific areas.

The Head of Support for Learning will be expected to:

- Promote, monitor and support the progress of children with ASN.
- Effectively manage and utilise human, physical and financial resources allocated to the department.
- Prepare a timetable for teaching children in need of additional support; this timetable should be seen as flexible and may have to be updated throughout the school year.
- Co-ordinate support given by other members of staff.
- Offer support and guidance to colleagues who are supporting learners.
- Teach children identified as needing support, from Form 1 to Form 8, as individuals or in small groups.
- Assess children identified as failing to make satisfactory progress by class teachers and/or parents. Discuss results with all concerned and develop an appropriate Individual Support or Individual Education Plan.
- If required, meet with professional support providers from outside organisations and discuss their recommendations.

- Prepare individual reports for parents for all children taught; also record progress for internal information on ISP/IEP forms on a termly basis.
- Provide précis of Educational Psychologists' reports for class teachers' use as required. Ensure IEPs are updated.
- Meet with parents on an ongoing basis to discuss progress and alternative approaches.
- Ensure records are kept up-to-date; evaluate and improve record keeping methods as necessary to fit current requirements.
- Maintain a list of Educational Psychologists and other useful contacts to recommend to parents as necessary.
- Arrange readers, scribes and extra time provision for pupils involved in senior exams (Forms 6 - 8) as recommended by Educational Psychologists or as agreed with staff.
- Work as part of the staff team.
- Liaise with the Deputy Head and Head of Pre-Prep on academic matters.
- Attend after-school staff meetings.
- Do staff duties according to Deputy Head/Head of Pre-Prep rotas.
- Play an active role in the extra-curricular life of the school.
- Other duties as requested/as necessary.