

# ST MARGARET'S

SCHOOL

## Academic Support Coordinator – Job Description

### Accountable to:

Academic Director, Head of Junior School

### Job Purpose

To ensure that the individual learning needs of pupils are recognised and addressed at St Margaret's School.

### Objectives

- To be responsible for the School's SEND provision, both in policy and in practice
- To support the School's ethos of nurturing the individual by creating a culture of high aspirations for all pupils
- To ensure the School's teaching staff consistently differentiate for all learning needs in the classroom

### Accountable for:

1. Creating a whole school culture of awareness and support for pupils' individual learning needs, ensuring all staff are aware of how to best support pupils in their learning
2. Screening and assessment of pupils for individual learning needs
3. Provision of appropriate support for pupils with individual learning needs, both as standalone support and by teachers within classrooms
4. Provision of information, guidance and support to parents, equipping parents to work with the School to best support their child.
5. Line management of Academic Support Assistants

### Key Tasks

- To ensure the School is fully compliant in all matters relating to SEND
- To liaise with the Senior Management Team on the implementation of the School's SEND and Accessibility policies, ensuring that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements
- To monitor and evaluate the quality of SEND provision throughout the School
- To ensure that the School's SEND policy and practice is in line with the strategic aims of the School
- To act as a role model throughout the School for the best practice in supporting all pupils in achieving the best academic outcomes
- To liaise with the School's head of EAL on provision for EAL pupils
- To carry out screening of all pupils at appropriate points, including all entry points to the School, proactively recognising learning needs
- To monitor more regularly those with identified, or suspected, learning needs
- To assess pupils for special provision in public examinations
- To be responsible for the academic progress of pupils identified as requiring additional academic support
- To ensure pupils are offered support on a one-to-one or small group basis as appropriate, developing strategies and activities to suit individual needs

# ST MARGARET'S

SCHOOL

- To provide information, support and training for teaching staff to assist them to develop and implement appropriate teaching strategies for pupils with special needs, including in class support where necessary.
- To draw up Individual Education Programmes for those pupils the School identifies as requiring additional academic support
- To maintain records, monitor and evaluate the progress of individual students
- To develop a whole school approach to pupils with special educational needs which is pupil-centred and focuses on practical methods to ensure the needs of all pupils are met
- To provide practical classroom support for pupils where appropriate
- To liaise regularly with parents of pupils identified as requiring additional academic support
- To liaise with the School's Examinations Officer for those pupils who may need special arrangements in public examinations
- To take a lead in providing training and advice for teaching staff in all matters relating to Academic Support
- To take responsibility for the efficient and effective allocation of own time
- To proactively keep up-to-date with the latest developments in the field
- To establish, maintain and develop appropriate resources for special needs to be addressed effectively
- To manage the financial resources allocated to the subject effectively and efficiently
- To line manage the Academic Support Assistants
- To apply rules appertaining to the health and safety of those working in the department

# ST MARGARET'S

SCHOOL

## PERSON SPECIFICATION – Academic Support Co-ordinator

	Essential	Desirable
<b>QUALIFICATIONS / EXPERIENCE</b>		
University graduate with an honours degree in a relevant subject from a recognised university	X	
National Award for SENCO Co-ordination (or willingness to undertake it)		
Experience of teaching across the 3-18 age range		X
Experience of working with SEND pupils in a secondary setting	X	
Experience of working with EAL pupils		X
<b>KNOWLEDGE</b>		
An understanding of the relevant legislation and frameworks, including JCQ examination access arrangements	X	
An understanding of best practice in supporting SEND pupils	X	
An understanding of the best teaching practice in the classroom	X	
The ability to develop departmental strategies and approaches to supporting pupils academically	X	
Understanding of the latest safeguarding legislation	X	
A meticulous approach to record-keeping	X	
<b>PERSONAL QUALITIES</b>		
Strong organisational skills	X	
Excellent oral and written communication skills	X	
Excellent interpersonal skills	X	
A dedicated practitioner with the passion and drive to motivate other staff	X	
<b>COMMITMENT TO</b>		
The School's ethos	X	
High quality care and education	X	
Children getting the best start in life	X	