

## **Great Marlow School**

### **Job Description: Learning Support Coordinator**

**Main purpose:** To be responsible for the deployment of LSAs and support monitoring of students with SEN

**Line Managers:** SENCO and Assistant SENCO

This job description is not a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with post holder.

#### **LSA deployment**

- Deployment of LSAs in conjunction with SENCO and Assistant SENCO
- LSA recruitment alongside SENCO and Assistant SENCO
- Monitor, adjust and communicate LSA timetables
- Responsibility for LSA cover
- Induction of new staff

#### **Monitoring students with SEN**

- Lead select Annual Reviews for students with EHCPs
- Organise receipt and sending of student records
- Maintain records of students with SEN
- Act as a 'champion' and advocate for children with special educational needs
- Promote SEN pupils' well-being and resilience
- Safeguard the welfare of SEN pupils
- Support the transition and transfer of access arrangements to relevant settings

#### **Working with colleagues**

- Line manage selected Learning Support Assistants
- Responsibility for confidential communication
- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies
- Contribute to and support the work of the learning support team in school
- Liaise with students, teachers and external agencies to support students' learning and well-being
- Take responsibility in developing your own continuing professional development

To undertake any further duties reasonably requested by the Headteacher or his/her representatives.