



MACMILLAN ACADEMY JOB DESCRIPTION

Job Title:	Learning Support Base Room Lead
Responsible to:	SENDCO
Duties:	To support the academic progress and personal development for SEND students
Salary:	Scale points 15-17

Principal Duties:

- Provide personalised learning support (including individual and small group intervention) for students with SEND who need additional support.
- Monitor the progress of all students who access the provision as part of their personalised timetable.
- To regularly monitor SEND students social and emotional wellbeing and action any concerns.
- To set and review targets on a termly basis and monitor the impact of suggested strategies.
- To liaise with appropriate staff to obtain work for students.
- To maintain records of attendance in the base and work with the appropriate staff/agencies to promote good attendance/punctuality for students.
- To liaise with departments about how best to support SEND students.

General Duties and Responsibilities:

- To keep the SENDCO, SLT and HOYs fully informed of all matters regarding SEND students.
- To carry out other duties as required.
- To participate in and attend meetings and training as appropriate.
- To take an active role in own professional development in line with academy performance management objectives.
- To ensure confidentiality is maintained at all times.
- To work in accordance with all academy procedures and policies, and to adhere to the academy's professional code of conduct for staff including smart dress code.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All adults employed by the academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with.

Employee signature: _____

Date: _____

Line manager signature: _____

Date: _____