**Bennett Memorial Diocesan School**

**Assistant Learning Support Manager**

Responsible to: Learning Support Manager/SENCo

Responsible for: The main purpose of the role will be to support the learning support manager and the assistant learning support manager with the day to day running of the department. This would include supporting students throughout the day, attending meetings for students, administrative duties, communicating with parents and taking on a safeguarding lead for the department.

Support students by:

* Addressing the needs of students with SEND, medical needs and emotional and behavioural difficulties.
* Working to establish a supportive relationship with the students concerned;
* Promoting and reinforcing students’ self-esteem and establishing positive relationships with students,
* Acting as a positive role model for students and setting high expectations;
* Taking statements and investigating issues that may arise
* Liaising with other professionals in supporting students’ EHCP needs under guidance of the SENCo
* Liaising with teaching staff on student’s behalf.
* Working independently with students in small groups.

Support of the day-to day running of the department:

* Be prepared to take on a safeguarding role within the department
* Recording sensitive information on CPOMS
* Lead meetings with outside professionals and write up minutes.
* Communicating with parents via email and on the phone
* Communicating with teachers
* Support with examination access arrangement testing and recording of testing data with guidance from the SENCo
* Assist with administrative tasks to ensure efficient record keeping and up to date files.
* Assist with supervision of students during lunch/break time.

Support the school by:

* supporting the ethos of the school;
* ensuring all students have equal access and opportunities to learn and develop;
* participating in the appraisal process, attending training and other development activities as required;
* being aware of and supporting the implementation of school’s policies and procedures and working within this framework;
* being aware of confidential issues linked to home, student, teacher, school work and to keep confidences as appropriate
* attending meetings and liaising and communicating with colleagues in the school;