



CAYMAN PREP & HIGH SCHOOL

(Owned and Operated by the United Church in Jamaica and the Cayman Islands)

JOB DESCRIPTION

Additional Learning Support Needs (ALSN) Leader – Primary School

Post:	Additional Learning Support Needs Leader
School:	Cayman Prep and High (Primary School)
Responsible to:	Principal, Head of Academics
Responsible for:	Additional Learning Support Needs department
Liaising with:	Principal, PLT, Year Group Leads, Class Teachers and support staff

Purpose:

- To put provision in place to ensure that the progress of pupils with ALSN improves relative to those without ALSN;
- Ensure that the school carries out its statutory responsibilities regarding all students within context of CI Code of Practice as well as other jurisdictional sources of best practice.
- Work closely with Primary Principal, Leadership Team and colleagues in the strategic development of the school's ALSN Policies
- Ensure and support the understanding the needs of ALSN pupils with all staff.
- Ensure and support the developments of ALSN provision in all Year Groups.
- Monitor progress towards targets for pupils with ALSN.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Plan and deliver lessons where needed to ensure outstanding student learning in all subject areas through individual, small group and in-class teaching methods

Key Responsibilities

- Lead on the strategic development of ALSN policy and provision alongside the Primary Leadership Team and key colleagues, including High School SENCO.
- Liaise with Year Group Leads and Class Teachers to ensure systems for identifying and assessing the needs of students who may have long or short-term learning difficulties
- Set up systems for identifying, assessing and addressing the needs of students who fit into Notable Groups categories: SEN, EAL, HLP, Caymanian status.
- Ensure adherence to CI Code of Practice as well as other jurisdictional sources of best practice.
- Identify effective ways of bridging barriers to learning, through the designing of Learning Passports and other teaching approaches which focus upon achievable targets and objectives
- Identify effective ways of bridging barriers to learning through individual, small group and whole class teaching methods

- Work collaboratively with team members and with other specialists such as the Guidance Counsellor, Speech and Language/Occupational Therapists, Educational Psychologists etc;
- Oversee, monitor and review student records of achievement from ALSN Teachers and LA (Intervention) staff
- Compile and report ALSN Register of students which outlines the various degrees of learning needs and lists intervention provisions; provide termly summary report.
- Lead termly Learner Profile Meetings with Class Teachers to ensure termly capture of core subject learning gaps (and wellbeing/pastoral concerns, to be cross-referenced with Head of Pastoral and School Counsellor): provide termly and annual summary report.
- Share good teaching practice in ALSN across the school, also providing training opportunities for learning support colleagues and other teachers

Other Responsibilities:

- Carry out evaluations of prospective students and make recommendations to PLT, in line with the school's Admissions Policy
- Provide regular information to the PLT with respect to the evaluation and effectiveness of learning support provision throughout the school, in order to inform decision making and policy review
- Analyse and interpret relevant school and international data in order to advise the PLT on the level of resources needed for maximum achievement
- Fully utilise existing resources and explore opportunities to develop or incorporate new resources within budgetary guidelines
- Communicate regularly with parents of ALSN students, setting up meetings, including termly IEP meetings, with relevant staff and/or external agencies and maintaining the vital involvement and support of all parties concerned
- Liaise closely with the High School Learning Support Coordinator to ensure smooth transition and continuity of support and learning from Year 6 into Year 7

Position Requirements:

The Additional Learning Support Needs Leader at Primary should be an inspirational and dynamic leader committed to the highest standards of nurturing all children in the school. They will be required to meet the following requirements:

Spiritual

- Fully adhere to and support the Christian ethos and values of the school

Education and Experience

- A Bachelor's degree from a recognised institution, together with an internationally recognised teaching certificate. A Post Graduate qualification in Education or Leadership would be advantageous.
- Minimum of three years' current experience teaching a British-based curriculum.
- Experience and understanding of teaching children with barriers to learning such as dyscalculia, dyslexia, dysgraphia, autism, ADHD, emotional and mental health needs, or have a combination of these.
- Current knowledge and understanding of resources needed to support the English National Curriculum (2014).
- Knowledge and understanding of the UK SEND regulations (2014) and proven experience in successful SEN provision;
- Excellent classroom practitioner who is passionate about facilitating student learning with creative and innovative ideas.

- Excellent communication skills, both oral and written, and the ability to adapt to a range of very different audiences.
- Ability to work independently, multi-task, manage multiple priorities and set and meet appropriate targets, and is solution driven ambassador.
- Ability to use ICT software, such as Microsoft Word, Excel, PowerPoint, and SIMS.

Skills / Attributes

- Excellent leadership, organisational, communication and ICT skills.
- Radiating positive attitude and personality.
- High level of personal integrity and confidentiality.
- Ability to think strategically, analytically and creatively
- Outstanding interpersonal skills with the ability to work collaboratively, coach, mentor and maintain respectful and trusting relationships.
- Ability to work independently, manage multiple priorities and meet deadlines.
- Effective change management skills, including those related to curriculum development.
- Be quality conscious, dynamic and results oriented.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Signed:

Post holder: _____ Date: _____

Primary School Principal: _____ Date: _____

Updated March 2022