



**JOB TITLE:** Learning Support Team Leader  
**REPORTS TO:** Head of Education  
**DEPARTMENT:** Children's Services  
**JOB FAMILY:** Social Care  
**GRADE:** 5

**Our vision is that every child and young person in the country has a safe and happy childhood. To help us achieve this, the role will:**

Manage a team to ensure that learners receive high quality teaching support throughout the school day and to also manage resources and arrange programmes for learners with additional learning needs.

**Action for Children protects and supports children and young people, providing practical and emotional care and support, ensuring their voices are heard, and campaigning to bring lasting improvements to their lives. To help us achieve this, the role will:**

1. Ensure that the learning support resources are managed to meet the needs of teacher/curriculum and learners.
2. Deliver induction to all new Teaching Assistants (TA's) and ensure that all staff in the support team achieve the relevant professional qualifications and CPD.
3. Manage and appraise staff.
4. Co-ordinate and cover lessons.
5. Ensure planning for learners is to a high quality and regularly evaluated as part as part of the ongoing self-evaluation processes.
6. Provide timetables to ensure adequate supervision for all learners during the school day.
7. Act as the nominated Health and Safety manager within the education team.
8. Hold the designated Child Protection Officer role in the education team.
9. Manage and coordinate the delivery of additional social, emotional and behavioral programmes for learners with Additional Learning Needs (ALN)
10. Monitor, evaluate and improve the performance of the TA team.
11. Regularly review critical incidents to ensure safe and best practice.
12. Manage and lead on projects in line with the Pupils Support Team.

### **Everyone who works at Action for Children should:**

1. Demonstrate a commitment to Action for Children's defining statement, 'safe and happy childhood', and promote and incorporate Action for Children's Participation Standards as appropriate to your role.
2. Achieve the highest standards of safeguarding, whether through direct care provision or support activities to the children and young people who come into contact with our services, or by appropriately reporting concerns about any child or young person.
3. Promote our equality and diversity strategy locally, including linking with local equality and diversity frameworks to ensure best practice and to inform and develop appropriate action plans.
4. Demonstrate a willingness and ability to operate within a constantly changing environment and as such work priorities and targets may change.
5. Recognise that management reserves the right to make reasonable changes to the job purpose and accountabilities.
6. Undertake such other duties that occasionally arise, which will always ensure that children across the country have a safe and happy childhood and the foundations they need to thrive.
7. Work with other departments and countries to ensure that Action for Children's values (passionate, ambitious, collaborative and inclusive) are delivered.
8. Be familiar and compliant with health, environmental and safety policies and procedures. In the event of any serious risk, take immediate action to reduce this risk and inform senior management.

### **Internal contacts:**

Vice Principal Education.  
Heads of Key Stages.

### **External contacts:**

Children's parents, guardian or representative.  
External agencies.

### **Job dimensions:**

#### **Non-Financial:**

Number of direct line reports: 5 HLTA plus other specific roles associated with learning support.

Overall staff responsibility: All teaching support team.

#### **Financial**

Income target: All budget comes through Learning Support Team. (LST)

Expenditure budget: TBC

Action for Children requires you to demonstrate:

	Essential personal requirements	How we will assess personal requirements (e.g. Application, Interview or Test)
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant higher-level qualifications in management or education.</li> </ul>	Application
<b>Experience and training</b>	<ul style="list-style-type: none"> <li>Leadership experience.</li> <li>Experience of managing and appraising staff.</li> <li>Experience in a special school/specialist setting.</li> </ul>	Interview
<b>Skills/knowledge</b>	<ul style="list-style-type: none"> <li>Education systems and operations.</li> <li>Able to deliver inductions to all new Teaching Assistants and ensure that all staff in the support team achieve the relevant qualifications and professional development.</li> <li>Good organisational skills.</li> <li>Good behaviour management skills.</li> </ul>	Interview
<b>Other attributes</b> (including registration and/or professional membership requirements)	<ul style="list-style-type: none"> <li>Ensure planning for learners is to a high quality and regularly audited as part of the ongoing self-evaluation processes.</li> <li>Enthusiasm and integrity.</li> <li>A strong commitment to undertake professional development.</li> <li>Understand and demonstrate a willingness to promote equal opportunities for all within the school.</li> </ul>	Interview

**We are family**

*Action for Children*

**Our vision**

Every child and young person in the country has a safe and happy childhood and the foundations they need to thrive.

**Our values**

We are **Ambitious**  
*We are ambitious for children and young people.*

**Passionate**  
*We are passionate about all children having a safe and happy childhood.*

**Collaborative**  
*We collaborate internally and externally with other organisations to get the best outcomes for children.*

**Inclusive**  
*We strive to ensure all children are included. We don't ask 'if?'. We ask 'how?'.*

**Our mission**

We protect and support children and young people by:

- Providing practical and emotional care and support
- Ensuring their voices are heard
- Campaigning to bring lasting improvements to their lives