

# The British School

## Job Description - Primary Additional Learning Needs Leader

<b>Job Purpose</b>	To manage, develop and to take direct responsibility for the provision of additional learning support, including SEND and EAL through promoting an inclusive educational environment. This role will have a focus on the additional learning needs in the Primary section of the school & also measuring the whole school impact of the ALN department and ensuring the effective use of resources, including staffing through our systems and effective use of data.
<b>Responsible to</b>	Senior Leadership and Management Team

<b>Main Roles and Responsibilities</b>	
	Identify (via an appropriate referral system and assessment), students with additional learning needs and provide EHC plans in line with the UK SEND code of practice guidelines, and other forms of support (e.g EAL), as appropriate.
	Lead, plan, deliver and monitor additional learning support programmes (both in class and outside class) which are effective in raising the attainment of all students identified as requiring additional support.
	To model excellence in SEN practice to support staff members as well as the students' involved.
	To provide additional support lessons to individuals or small groups and support other staff members to also do this effectively.
	Support class teachers and provide training for the most effective teaching approaches for pupils with additional learning support needs.
	To lead, develop and manage the additional learning support staff, including their timetabling.
	Liaise with outside agencies both relating to individual students and wider policy.
	Keep up to-to-date with international developments in additional learning support best practice.
	Assist in the screening process for prospective new students and where there are found to be additional learning support needs, assess further and advise the relevant senior leader of subsequent recommendations.
	Work collaboratively with the Secondary Additional Learning Needs Leader and other members of the ALN Team to ensure consistent practices across all sections of the school, leading on systems and effective use of data.
	Ensure regular meetings take place with all stakeholders (including parents) who are helping each student with their additional learning support needs and communicate strategies and progress effectively.
	Ensure detailed records are kept of all documentation relating to each child with additional needs
	Take a full and active role in our extensive outdoors learning programme.
	Take a full and active role in our extensive co-curricular programme.
	Take a full and active role in our extensive service learning and community partner programme.

***Other reasonable requests made by the Principal***

## Person Specifications - Primary Additional Learning Needs Leader

Skills required	
Ability to inspire children to learn effectively and to model excellent teaching.	Essential
Hard-working and dedicated to continuous improvement and communicating successes within and outside school.	Essential
Ability to communicate effectively, both verbally and in writing, with all 'stakeholders', creating a harmonious and collaborative community.	Essential
Excellent organisational and time management skills with the ability to prioritise tasks, work on one's own initiative and react appropriately to competing demands.	Essential
Ability to maintain confidentiality.	Essential
Ability to solve problems, make good judgements and take decisions.	Essential
Understanding and knowledge of ICT or a willingness to further develop ICT skills.	Essential
Awareness of TBS commitment to community work and willingness to contribute to TBS charities and community programmes.	Essential
Awareness of one's own vulnerabilities and knowledge gaps; with the mindset to seek feedback, self reflect, develop and improve.	Desirable
Qualifications	
UK recognised teaching qualification and a good degree.	Essential
Recognised SEND/inclusion leadership qualification e.g. NASENCO.	Desirable
SEN qualifications relating to specific areas of need e.g. Speech, Language and Communication	Desirable
Experience	
Leading a team successfully with evidence of strategic planning and positive outcomes.	Essential
Leading and managing other staff including line/performance managing colleagues.	Essential
Managing department finances or working within a budget.	Desirable
Interviewing and recruiting staff.	Desirable
Personal attributes	
Enthusiastic, hard-working and resilient.	Essential
Calm, flexible, approachable attitude.	Essential
Exhibit confidence with humility.	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail.	Essential
A sense of humour with the right balance of gravitas.	Essential

Confidence to advise and challenge the Principal and on all aspects relating to additional learning support.	Essential
Collegiate approach to working with individuals and teams.	Essential
<b>Remuneration:</b> TBS Teaching Scale (related to UK Teaching Scale), dependent on qualifications and experience.	

***The British School Kathmandu is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures, including checks with past employers, a satisfactory Disclosure and Barring Service check, a Prohibition Order Check and the successful application of an ICPC (International Child Protection Certificate). Our safeguarding and safer recruitment policies are shared with all prospective candidates. TBS does not discriminate with regard to race, colour, gender, religion, sexual orientation, age, political opinion, or disability.***