



Assistant Head of Learning Support – Exam Access Arrangements

This is a permanent post and carries 2 Leadership Allowances.

Responsible to: Head of Additional Educational Needs (Senior Teacher)

Main Areas of Responsibility

1. To lead and co-ordinate the school's Exam Access team and arrangements.
2. To act as the line management lead for the KS4 Classroom Assistants.
3. To deputise on behalf of the Head of Additional Educational Needs, if necessary.
4. To deliver Learning Support qualifications including Prince's Trust/OCN/Personal Effectiveness and Wellbeing/Essential Skills English.

Leading Special Access Arrangements

1. To assess student eligibility for Exam Access Arrangements.
2. To utilise the support of the Learning Support Administrator.
3. To liaise with the Educational Psychologist/Medics to secure reports.
4. To liaise with students, parent(s)/carer(s), teachers and outside agencies.
5. To lead and co-ordinate internal and external Exam Access Arrangements with the Learning Support staff.
6. To liaise with the Head of Examinations, Assistant Head of Examinations and the Head of Additional Educational Needs and the Principal as Head of Centre on special exam arrangements.
7. To manage the necessary resources for Exam Access Arrangements to be delivered, records, accommodation, staffing etc.
8. To train in Exam Access assessment and lead staff training for special exam access arrangements.
9. To implement diagnostic tests with students, when necessary, as a Member of the Special Exam Access Team.

To line manage KS4 Classroom Assistants

1. To meet the KS4 Classroom Assistant Team during registration on a weekly basis.
2. To co-ordinate any KS4 Statemented student needs with their Classroom Assistant, & the Head of Learning Support.
3. To liaise with teachers, Heads of Year, Heads of Department and Senior teachers on any matters if necessary.

General Learning Support Leadership

1. To take a lead role with the Head of Additional Educational Needs in the annual operational plan linked to the school's 3-year School Development Plan.

Essential Criteria

1. A relevant Honours Degree at 2:2 level or above which can support the delivery of literacy skills and vocational subjects at KS4 (please explain the relevance).
2. A teaching qualification which qualifies you to work in a school setting as per DENI requirements.
3. A clear written statement of how you can support the integrated ethos and values of the college.
4. Experience of teaching English or literacy support in a post primary setting.
5. Experience of leading a specific school improvement work.

Desirable Criteria

1. Experience of supporting special exam access arrangements in a post primary school setting.
2. Experience of working with and/or leading non-teaching or teaching staff in support of students with Special Educational Needs.
3. Experience of teaching English to Key Stage 4 level (English and/or Essential Skills Literacy).
4. Experience of teaching vocational qualifications such as Prince's Trust/ OCNs.

The Board of Governors reserves the right to amend or adjust this role of leadership responsibility to reflect the changing needs of the college but will do so in consultation with the leadership post holder.

To date Lagan College's Learning Support Department is led by the Head of Additional Educational Needs (senior teacher) alongside an Assistant Head of Department with a specialist responsibility for Special Exam Access Arrangements.

Due to the planned retirement of the Head of Additional Educational Needs at the end of August 2023, the department will be going through an exciting period of transformation and growth. The department is currently led by two leadership post holders, with plans by the Board of Governors to develop leadership opportunities further within the Learning Support Department next year.

The Learning Support Department is central to learning within our all-ability, integrated school community. It also serves to underpin the pastoral care and wellbeing of all our young people. As a school, we are fully committed to supporting each individual child to achieve their potential and remove barriers to learning for students of all abilities.

The Learning Support Department is made up of six teachers delivering a range of courses from Essential Skills Literacy, OCN Personal Effectiveness and Wellbeing, Prince's Trust, and Peripatetic teaching.

We also have a Learning Support administrator and the input of a dedicated newcomer support teacher, as well as and a team of highly dedicated and professionally trained Classroom Assistants, who work in support of our students with Statements of Special Educational Needs and their subject teachers.

At present there are 270 children on the Special Educational Needs Register with 106 of these holding Statements of Special Educational Needs. 1450 children attend Lagan College.

The Learning Support accommodation comprises of two classrooms, a group support space, three office spaces, one of which will be used by this post holder.

The specialist area of Special Exam Access Arrangements is delivered by a team of staff in Lagan College. This post holder will be working alongside the Principal as Head of Centre, the Head of Examinations, the Vice Principal for Teaching and Learning, the Head of Additional Educational Needs, the Learning Support Administrator and a number of Learning Support teachers who are also qualified in assessing Special Access Arrangements.

Applications

The closing date for completed and signed application forms is **Friday 9 June at 1pm**. Application forms should be addressed to:
The HR Manager, Lagan College, 44 Manse Road, Belfast BT8 6SA.

Please ensure that you use section 7 to refer to each of the essential and desirable criteria in turn and numbered.

Late or emailed application forms will not be accepted.