

THE EAGLEWOOD SCHOOL

7 - 16 Academy

‘Raising Aspirations &
Changing Lives’



Job Description – Coordinator of Academic Learning

As Coordinator of our academic learning strand, you'll be an experienced teacher with a passion for supporting pupils both with and without special educational needs. Working closely with the head teacher and other senior colleagues, you'll use your leadership skills to manage the academic provision for all pupils at Eaglewood School and provide support to assistance to other staff members to ensure that every child, regardless of need, reaches their potential.

Due to the nature of our setting, you will need to be a qualified SENCO with experience of highlighting and addressing the complex needs of the young people we work with. You will be responsible for the strategic oversight of all the academic subjects, targeting intervention to allow all students to participate and the ongoing testing and data analysis to ensure our provision is successful.

Responsibilities

This role will require you to:

- Work in partnership with the Coordinator of Emotional Development to build and communicate a coherent vision for all students at Eaglewood School. This will consider the varied additional needs our students have, help develop a positive inclusive ethos throughout the school, and assist us in meeting our aims.
- Develop and oversee the implementation and continued success of this strategy and policy.
- Carry out assessments of all pupils, to identify need and to monitor progress - including observations in the classroom and meeting with mainstream teachers and parents
- Work with subject teachers, the school leadership team, parents and relevant external agencies to develop, implement and monitor individual support/learning plans.
- To complete EHC plan applications for all who require them and to be able to implement their recommendations on the ground.
- Provide regular updates on pupil progress through written reports and meetings with parents
- Make referrals and liaise with professionals outside of the school - this could include psychologists, health and social care providers, speech and language therapists and occupational therapists.
- Provide advice, guidance and training to classroom teachers on supporting pupils with additional needs.
- Support teachers to develop schemes of work and learning programmes for pupils with additional needs.
- Support teachers to develop and implement effective teaching and behaviour management approaches in the classroom

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- Manage and advise on the school budget and resources for SEND provision
- Develop and maintain systems for keeping pupil records, ensuring information is accurate and up to date
- Analyse school, local and national data and develop appropriate strategies and interventions
- Manage teachers, teaching assistants and support staff to improve pupil progress and attainment with regard to the academic progress strand.
- Keep up to date with national and local policies related to SEND and cascade information to colleagues.
- Manage your own work load and time effectively to allow for an appropriate Work/Life balance.
- Collaborate and network with other SENCOs and SEND professionals within and beyond the school.