
Job Description for Learning Support Hub Coordinator

Responsible to: SENCO

Based at: Dinnington High School

Paid on: Band F

OVERALL PURPOSE OF THE POST

As **Learning Support Hub Coordinator**, you will lead an innovative provision designed to unlock potential and remove barriers to learning. Working at the heart of our inclusion team, you will champion the academic progress and wellbeing of vulnerable learners, ensuring they thrive and successfully reintegrate into mainstream classrooms.

You will collaborate closely with the SENDCO and other specialist leaders to deliver proactive, personalised support that empowers students to overcome challenges and engage fully in their education. Central to your role will be driving the **Assess, Plan, Do, Review** cycle for identified learners, using evidence-based strategies to accelerate progress.

In addition, you will take ownership of coordinating bespoke timetables and holistic interventions, ensuring every student receives a tailored learning experience that meets their academic, social, and emotional needs. This is an exciting opportunity to make a measurable impact on student outcomes and shape an inclusive culture where every learner can succeed.

MAIN DUTIES

- To coordinate and run the Learning Support Hub having full oversight of students accessing personalised timetables. This will include coordinating interventions (and at times delivering) which equip students with the skills and strategies to be successful in their learning.
- Develop, agree and implement a time bound action plan with groups and individual children and young people and those involved with them based on a comprehensive assessment of their strengths and needs. Develop SMART targets and activities to remove barriers to learning
- Refine and develop systems of efficient and effective referral
- Quality assure provision and provide regular updates to Inclusion and SLT regarding the effectiveness of the Learning Support Hub
- Manage the day to day running of the Learning Support Hub
- Provide an environment where students belong, achieve and thrive, ensuring the Learning Support Hub is an essential part of the academy playing a pivotal role for students who require support beyond the classroom

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

- Ensure accurate attendance recording of the Learning Support Hub provision
- Work collaboratively with staff and students identifying, investigating and resolving barriers to students' learning.
- Analyse Power BI data to provide hotspot timetable to support pastoral colleagues to facilitate their proactive work.
- Develop the Learning Support Hub environment to contribute to a positive school culture
- Create and maintain a sensory profiling intervention menu, including the development of sensory circuits and regulation strategies
- Ensure that all provision delivered within the Learning Support Hub is logged in Provision Map.
- Compile evidence to support GDA pathway referrals and EHCP applications for identified students
- Collate information from teaching and pastoral staff to support external colleagues
- Maintain an accurate log of referrals

Lead Assess, Plan, Do, Review processes for identified students who access a significant amount of provision through the Learning Support Hub:

- Quality assure and update identified students Learning Plan, at least half termly to summarise need, support and progression against targets.
- QA Learning Plans and review termly
- All identified cohort to have a minimum of termly APDR cycles to support external agency referrals and EHCP applications
- Direct SEND Admin Support for standardised testing requirements
- Liaise with parents through regular communication/ meetings
- Ensure that stakeholders in school are aware of needs through staff briefing
- Collates student voice for key cohort of students

To provide professional learning opportunities for staff to develop their knowledge and understanding of strategies to support students with barriers to learning.

- Contribute to SEND briefings
- Provide weekly whole staff briefing contributions
- Conduct 'deep dive' meetings into key students to support all staff in supporting them
- Provide update to weekly staff briefing where appropriate to support reintegration
- Collaborate with the SENCO and Year Leaders for 'teachers of' briefings where appropriate to support reintegration
- Completion of LSA appraisals for Learning Support Hub Advanced LSA's

To contribute to the academy's personalised learning offer including:

- Reading intervention
- Alternative courses such as AQA awards
- Subject catch up work
- Online learning opportunities

To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.

Perform other duties as assigned by your line manager.

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You may be required to work up to 2 evenings per academic year to support trust events.

Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.

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Person Specification for

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<p>Evidence of recent experience working in education and knowledge of the barriers facing young people aged 11-16 years old</p> <p>Knowledge of evidence-based interventions that support young people to break down barriers to learning</p> <p>Ability to support students with their work and to develop programmes of work that develop confidence and self-esteem</p> <p>Experience of handling large amounts of sensitive data and upholding the principles of confidentiality.</p> <p>Demonstrable experience of delivering excellent communication skills, whilst working in a busy environment.</p> <p>Ability to foster an efficient, positive, effective environment</p> <p>Developing and sustaining positive relations with families, staff and students.</p>	A PTTLs qualification or QTS/QTLS status
Education and Training	<p>Good standard of education.</p> <p>Sound knowledge of how students learn and how to support their learning</p> <p>Evidence of continuing professional development</p>	<p>Degree level qualification</p> <p>Evidence of relevant training and/ or qualifications relating to teaching</p> <p>Has successfully undertaken Child Protection Training at Level 3</p>
Special Skills and Knowledge	<p>Commitment to student welfare and achievement.</p> <p>Good listening skills.</p> <p>Ability to work with others on difficult/delicate/ sensitive subjects.</p> <p>Ability to motivate others.</p> <p>Good time management skills.</p>	
Personal Skills and Qualities	<p>To be able to demonstrate an understanding, awareness and empathy for the needs of the students within the academy and how these could be met.</p>	

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	Passion for the role and improving learner life chances. Confidence in working with students within 11-18 age range. Ability to work independently or as part of a team. Good communication skills.	
Additional Factors	Flexibility in the approach to work and the demands of the post Work to support the aims and ethos of the school Commitment to aspire to excellence both personally and as a member of a team	

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