



SERVICE AREA - EDUCATION

PENYGARN COMMUNITY PRIMARY SCHOOL

JOB TITLE: ADDITIONAL LEARNING NEEDS CO-ORDINATOR

GRADE: TMS / UPS PLUS TLR FOR ALN

SALARY: TEACHER

CONTRACT: 52 WEEKS PER YEAR - PERMANENT

HOURS: 32.5 HOURS

START DATE: 1ST SEPTEMBER 2024

Penygarn Community Primary School is seeking to appoint an excellent highly committed and enthusiastic practitioner and leader who:

- can effectively lead to additional Learning needs throughout the school
- demonstrates high aptitude and knowledge of the ALN transformation and code of practice in Wales and working practices.
- communicates progress with students, teachers, and parents.
- review the guidance, support, and strategies deployed in meeting the needs of students with Additional Learning Needs.
- works with the pupil support teams and provide support to the cluster of schools.
- is able to facilitate learning to the highest standards;
- will manage and lead aspects of whole school development with the school leadership team
- has excellent interpersonal skills and relationships with all staff, learners;
- has the ability to create a supportive and well-ordered environment for learners. To ensure that learners access the support they require from school and external agencies.

Qualifications / Experience:

- Specialist qualification in Additional Learning Needs Level 5 or above/**willingness to pursue a specialist qualification to further enhance practice** – Desirable
- Experience of leading others to deliver effective programs of learning with secure progress for all - Desirable
- Ability to inspire, challenge, motivate and empower others to carry the vision forward - Essential

Visits to the school are welcome or for an informal discussion regarding this vacancy please contact Mrs L Smith on 01495 742090 or

head.penygarncps@torfaen.gov.uk

This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

This post requires registration with the EWC - Education Workforce Council.

You are welcome to submit your application in English or in Welsh. Each application will be treated equally.

Please complete an online application. CVs will not be considered.

Closing Date: 12 Noon on Monday 13th May 2024

Post Ref: REQ004655-1305

Shortlisting: Monday 13th May 2024

Lesson observations and interviews: 16th / 17th May 2024



JOB DESCRIPTION

TORFAEN
COUNTY
BOROUGH



BWRDEISTREF
SIROL
TORFAEN

Position Details

Position Title: Additional Learning Needs Co-ordinator

Grade:
ALNCO With TLR for ALN allowance

Section: Education

Service Area: Penygarn Community
Primary School

Responsible To: Headteacher

Responsible For: Leadership of ALN

Job Purpose

To work with the Headteacher, leadership team, and multi-agencies to lead and coordinate systems and support for all learners with Additional Learning Needs so that learners can access the curriculum and make expected progress. To ensure that colleagues understand the needs of students with Additional Learning Needs and the importance of the ALN transformation to assist progress for learners.

Principal Accountabilities and Responsibilities

- The postholder is responsible to the Headteacher and leadership team.
- The postholder coordinates the work of the Additional Learning Needs Team supporting mainstream programmes of learning.
- The postholder liaises with relevant agencies to ensure that the school can meet the needs of the students.
- The postholder work on a professional level with all colleagues (externally and internally) as appropriate to establish and maintain productive relationships.
- The postholder liaises with parents, carers and students as appropriate.

Purpose of the Job

- To work with the Lead to coordinate systems and support for all students with Additional Learning Needs so that students can access the curriculum and make expected progress.
- To ensure that colleagues understand the needs of students with Additional Learning Needs and the importance of raising attainment.

Responsibilities

- To support the implementation and maintenance of the ALN Act 2018 and The Additional Learning Needs Codes for Wales 2021 and all aspects of ALN transformation in Wales.

- To support the identification of students with Additional Learning Needs throughout the Key Stages.
- To support students with Additional Learning Needs in securing appropriate additional learning provision.
- To identify and disseminate the most effective approaches to teaching and learning with students.
- To work alongside the school leadership team to monitor students' progress and set targets, and ensure the needs of students are met.
- To coordinate and direct the work of Teaching Assistants in supporting students with Additional Learning Needs through mainstream programmes of learning.
- To organise and lead Annual Reviews where necessary, of students with Statements/IDPs across the mainstream school in line with the review schedule.
- To ensure that learners access the support they require from school and external agencies.
- Communicate progress with students, teachers, and parents. Review the guidance, support, and strategies deployed in meeting the needs of students with Additional Learning Needs.
- To work with the pupil support teams and provide support to the cluster of schools.
- To uphold and comply with the statutory provisions of the Health and Safety Regulations 1999, The Torfaen Safeguarding and Child Protection Policy and any other relevant Council and School Policies relating to Safeguarding and Health and Safety.
- To follow the school and LA Policies and procedures on Safeguarding and Child Protection in all work with children and families.
- Be aware of and comply with policies and procedures relating to Behaviour Management, uniform, confidentiality and data protection, reporting all concerns to an appropriate person.
- Uphold and promote the vision and ethos of the school.
- Participate in training, learning activities and performance development as required.

Guidance

- To analyse information and identify students with ALN who will require additional learning provision, working with external professionals where appropriate.
- To oversee and quality assure processes associated with One Page Profiles and IDPs.
- To monitor the progress made by each student with Additional Learning Needs using the assessment cycle at the school.
- To meet with students and parents during the Assessment, Reporting, and Recording System, including Parents' Evenings to review.
- To work with class teachers to help, plan, organise, and direct support for students with Additional Learning Needs.
- To work with class teachers to discuss student support and progress.
- To support the production of the IDP register and Learning Reviews.
- To lead Annual Reviews and coordinate the preparation of the necessary documentation.
- To ensure that the Teaching Assistants have collectively the knowledge and skills to achieve success through properly guided Professional learning .

Professional Development

- To undertake professional learning aimed to supporting all in developing their practice to achieve the very best outcomes for all learners.

Performance Management

To support and lead on aspects of Performance Management policy and practice including:

- Pupil progress data
- Quality of teaching against Teaching Standards, the school's teaching and learning approaches, and ESTYN Guidance, including observed practice.
- Self-Assessment
- Professional Dialogue
- Received feedback
- Performance Management statements
- CPD records

The duties and responsibilities of the post are subject to those details in the Statement and Conditions of Employment and will count as directed time as detailed in such statement and as defined by the Headteacher.

The job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder.

General

- To observe confidentiality in all aspects of work.
- To participate in the service area's supervision process and/or Corporate Appraisal process.
- To demonstrate a willingness to undertake training development and learning opportunities to improve skills.
- Comply with and support others to observe Health and Safety Act 2009 procedures and processes.
- To adhere to the terms of the Alternative Working Strategy should the post be eligible.
- To work within the Councils' policy and procedures in respect of equal opportunity, anti-discriminatory and anti-oppressive practices.
- To adhere to Data Protection principles whilst undertaking your duties and report data breaches to the data protection team at dpa@torfaen.gov.uk.
- You are responsible for undertaking your duties in a manner which safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Designated Officer in your Service. You must raise any concern or allegation of abuse and neglect without delay.
- To accept that this job description may be periodically subject to review.
- To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment.

PERSON SPECIFICATION

Position Title: Additional Learning Needs coordinator	Date: April 2024
For office use only	
Shortlisted By:	
Name of Candidate:	Date:

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Applicants must address each point of the person specification sequentially within the statement of suitability with their application. Applications where this has not been fulfilled will not be considered. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have which shows how you could meet the requirements when you fill in your application. Please note you will need to meet the essential criterion to be invited for interview.

Requirements	Selection Method		
	Essential or Desirable	Score	Tested at Interview and/or Application Form
Education/Qualifications/Knowledge			
• Degree	E		Application Form
• Teaching qualification	E		Application Form
• Specialist qualification in Additional Learning Needs Level 5 or above/ willingness to pursue a specialist qualification to further enhance practice	E		Application Form
• Experience of leading others to deliver effective programs of learning with secure progress for all	E		Application Form/Interview
• Experience of working with the primary provision with pupils identified with additional learning needs within a mainstream setting	E		Application Form/Interview
• Experience of reviewing Statements of SEN/IDPs, One Page Profiles and short-term action plans and developing appropriate plans to meet need	D		Application Form/Interview
Aptitudes Skills			
• Ability to lead and provide creativity and flexibility in teaching and	E		Application/ interview

learning in order to meet a range of additional learning needs based on universal and targeted provision.			
<ul style="list-style-type: none"> Ability to inspire, challenge, motivate and empower others to carry the vision forward 	E		Application/ Interview
<ul style="list-style-type: none"> Ability to demonstrate personal enthusiasm and commitment to the learning process 	E		Application/ Interview
<ul style="list-style-type: none"> An ability to access, analyse and interpret information in support of interventions to improve standards 	E		Application/ Interview
<ul style="list-style-type: none"> To acknowledge excellence and challenge poor performance 	E		Application/ Interview
<ul style="list-style-type: none"> To foster an open, fair equitable culture and manage conflict 	E		Application/ Interview
<ul style="list-style-type: none"> To lead and deploy a team of support staff, develop, sustain and empower individuals and the team 	E		Application/ Interview
<ul style="list-style-type: none"> To establish and sustain appropriate structures and systems within a team 	E		Application/ Interview

<ul style="list-style-type: none"> To delegate tasks as appropriate and monitor their implementation 	E		Application/ Interview
<ul style="list-style-type: none"> To prioritise, plan and organise yourself and team 	E		Application/ Interview
<ul style="list-style-type: none"> To make professional, managerial and organisational decisions based on informed judgements 	E		Application/ Interview
<ul style="list-style-type: none"> To think flexibly and creatively to anticipate and solve problems 	E		Application/ Interview
<ul style="list-style-type: none"> To build and maintain effective relationships with team members, middle leader colleagues and the senior leadership in support of improvement and standards 	E		Application/ Interview
<ul style="list-style-type: none"> To ensure the very best experience for all student with additional learning needs 	E		Application/ Interview
Personal attributes			
<ul style="list-style-type: none"> To be an effective communicator with interpersonal skills necessary to work closely with colleagues, external professionals, parents and students 	E		Interview
<ul style="list-style-type: none"> To be able to contribute enthusiastically to the schools' vision and objectives 	E		Interview

<ul style="list-style-type: none"> To demonstrate stamina and emotional resilience in order to fulfil the needs of the role 	E		Interview
<ul style="list-style-type: none"> To be well organised and able to implement school policies effectively 	E		Interview
<ul style="list-style-type: none"> To be highly motivated 	E		Interview
<ul style="list-style-type: none"> To be flexible in approach to work and people 	E		Interview
<ul style="list-style-type: none"> To be committed to further personal development 	E		Interview
Safeguarding			
<ul style="list-style-type: none"> Committed to pupil well-being, safeguarding and child protection 	E		Interview
<ul style="list-style-type: none"> Positive references 	E		Post interview
<ul style="list-style-type: none"> Enhanced DBS 	E		Post interview

Circumstances			
<ul style="list-style-type: none"> A current driving licence and use of a car for work with appropriate business insurance 	D		Application Form
Total Short-Listing Score			

Score key: 0 = Not Met Criteria 1 = Fully Met Criteria