

SI Madressa Learning Support Head



Job Description

Job title:	S I Madressa Learning Support Head
Immediate superior:	Principal
Other regular relationships:	Vice Principal, Operations Director, Office Administrator, Year Group Leads, Volunteers
Overall purpose:	To head the Learning Support Department at SI Madressa every Sunday and to manage a team of volunteers
Time commitment:	Part time – Sundays 9:30-1:30pm and 2-3 hours per week)
Working hours:	Flexible during Mon-Fri, Sunday 9:30am – 1:30pm
Remuneration:	Paid role – competitive salary to be agreed. Please note the role officially begins in July 2026 but there will be handover meetings and transition meetings/days over the course of this academic year. The weekly commitment will only take effect from July.

Role Summary:

We are seeking a dedicated and experienced individual to lead our Learning Support Department. This part-time role involves overseeing the provision of educational and behavioural support for students with diverse needs, guiding a team of volunteers, and ensuring effective communication with key stakeholders. The ideal candidate will have a strong background in special educational needs (SEN), excellent interpersonal skills, and a collaborative leadership style.

Key Responsibilities:

Student Support:

- Develop, implement, and review **care plans** for students requiring additional support.
- **Assess and triage new students**, identifying appropriate support pathways in collaboration with staff and parents.
- Lead or attend **parent meetings** to discuss student needs, progress, and strategies.

Staff and Volunteer Support:

- Provide ongoing **guidance and support to volunteers** managing learning and behavioural challenges on Sundays.
- Work closely with **Year Group Leaders (YGLs)** regarding staffing needs and updates to students' circumstances.

Training & Development:

- Plan and deliver relevant **training sessions** for volunteers and staff to improve inclusive practices and confidence in managing SEN needs.

Team Collaboration:

- Liaise regularly with Learning Support management team members including:
 - **Nurture Group Lead**
 - **Admin Support**
 - **LS Sports Lead**
- Attend and contribute to **termly management team meetings** to ensure cohesive support across the organisation.

Administrative Duties:

- Complete 2–3 hours of admin work weekly, including:
 - Updating documentation and care plans
 - Preparing resources
 - Responding to communications
 - Logging triage outcomes and support actions

Person Specification:

Essential:

- Proven experience working in learning support, SEN, or inclusion.
- Strong understanding of care planning, behavioural strategies, and inclusive education.
- Excellent communication and interpersonal skills.
- Confident in leading a team and managing sensitive situations with empathy and discretion.
- Ability to work collaboratively with parents, volunteers, and leadership.

Desirable:

- Experience in a community or supplementary school setting.
- Qualification in SEN, education, psychology, or a related field.
- Familiarity with safeguarding protocols and inclusive practice frameworks.
- To communicate regularly by phone / email with team members and to drive work forwards
- To be self-organised and self-disciplined when working autonomously

Terms:

- **Commitment:** Weekly (Sunday sessions + admin time 9:30-1:30pm)
- **Type:** Part - Paid
- **Start Date:** ASAP