

Learning Support Department

The Learning Support Department is responsible for looking after the learning progress of:

- Students with special educational needs and disabilities.
- Students with temporary or long-term medical needs.
- Students who are in the care of Hampshire or neighbouring local authorities.
- Students with temporary or long-term behaviours which prevent them accessing full time mainstream education.
- Students who are experiencing difficulties in maintaining progress.

Responsibilities of the Learning Support Department

Looking after the learning progress of students with a Special Educational Need by:

- Ensuring that all students with special educational needs/disabilities are provided with the opportunity to achieve academic, social and economic success.
- Advising teaching staff about the individual needs of students with special educational needs/disabilities.
- Assessing students to ensure that the most appropriate access arrangements are put in place during formal assessment periods/ exams.
- Providing additional out of lesson activities to progress individual students and groups of students.
- Co-ordination of Learning Support Assistant in class support to ensure that all students with SEND achieve appropriate academic progress in line with target grades.

Looking after the learning progress of students who are experiencing difficulties in maintaining progress by:

- Advising teaching staff about the individual needs of students.
- Assessing students to ensure that the most appropriate access arrangements are put in place during formal assessment periods/ exams.
- Providing additional out of lesson activities to progress individual students and groups of students.

Looking after the learning progress of students with temporary/long term medical needs by:

- Supervising and recording the administration of prescribed medicines.
- Completion of health care plans for individual students.
- Ensuring that correct procedures are applied when administering medicines during school trips/visits.
- Providing opportunities for staff to be trained to supervise diabetic and severely allergic students.

Looking after the learning progress of students who are in the care of Hampshire or neighbouring Local Authorities by:

Appointing a key worker who will:

- Monitor academic progress every half term.
- Attend reviews.
- Maintain close liaison with carers, Children's Services and parents.
- Act in loco parentis with regard to producing school progress portfolio.

Looking after the learning progress of students who have been placed on the Child Protection register by:

Appointing a key worker who will:

- Ensure that confidentiality is maintained and that the student is provided with a discreet and confidential individual support package within the school setting.
- Attend core group meetings to ensure protection plan is adhered to.
- Liaise with other professionals.
- Be available during the school day to provide support for the student if required.

Looking after the learning progress of students with temporary /long term behaviours which prevent them from accessing full time mainstream education by :

- Providing individual learning programmes for students in order that they will achieve academic success as well as social/emotional support to address overcoming learning barriers.
- Provision and co-ordination of educational training opportunities available for KS4 students on an individual basis.
- Providing placement at the Forest Education Centre whereby students are provided with learning/social and emotional support to access KS4 qualifications under the supervision of specialist staff.