



Ascham Junior School



Coordinator of Learning Enhancement P-6
Permanent Full-Time Position

Coordinator Learning Enhancement P-6

Position Name: Coordinator of Learning Enhancement P-6

Status: Permanent Full Time

Department: Learning Enhancement

Reports to: Head of Learning Enhancement P-6

Teaching Load: 0.8

The Coordinator of Learning Enhancement (P-6) is a key leadership role responsible for enhancing student learning by using assessment data and knowledge of student profiles to design and deliver effective individual and small-group programs. This includes coordinating and developing programs for Teaching Assistants and supporting the Junior School Learning Enhancement teachers.

The Coordinator of Learning Enhancement will report to the Head of Learning Enhancement P-6, collaborating with the Learning Enhancement Teachers, K-6 Coordinators and external specialists to ensure students with diverse needs, including those requiring EAL/D support, are equipped to succeed.

The role will oversee the daily management of Learning Enhancement services, ensuring the delivery of best-practice pedagogy, resources and strategies that support and enrich student learning. The ideal candidate will have a specialisation in Inclusive or Special Education, experience in Gifted Education, EAL/D support, and a track record of designing and managing interventions, ILPs, and evidence-based programs. Experience in NCCD management and implementation of programs, such as MultiLit, will be highly regarded.

Core Job Role Accountabilities

- Use assessment data and knowledge of students' learning profiles to plan, design, and deliver effective individual and small-group programs that enhance learning for all students, including developing programs for Teaching Assistants.
- Manage the day-to-day operations of the Junior School Learning Enhancement team, providing best-practice pedagogy and resources that support, motivate and enrich student learning.
- Coordinate the delivery of group and individual teaching programs for Learning Enhancement Teaching Assistants, overseeing their daily operations and timetables.
- Work with the Head of Learning Enhancement P-6 to oversee Learning Enhancement services across the Junior School, liaising with Prep Staff, K-6 Coordinators and the Coordinator of Hillingdon to ensure seamless P-6 service delivery.
- Lead professional learning and implement EAL/D practices in the Junior School, ensuring evidenced best practices are employed to optimise language acquisition and development.
- Conduct initial consultations with class teachers to investigate students experiencing specific difficulties in the classroom, including lesson observations, providing supportive strategies and ongoing monitoring for students at QDTP / Tier 1.
- Support class teachers to devise and administer differentiated assessments and curriculum adjustments for students on individual learning programs.
- Keep abreast of pedagogical theories and innovative approaches to teaching and subject content.
- Liaise with the Head of Learning Enhancement P-6 to organise timetables and staffing resources in consultation with the Junior School Deputies.

- Supervise all Junior School Learning Enhancement staff in their duties and coordinate the work of P-6 Learning Enhancement Teacher Assistants to ensure effective support for teaching staff and identified students.
- Collaborate with classroom teachers and Learning Enhancement teachers to develop Individual Learning Plans and coordinate regular meetings with parents to review and adjust these plans.
- Consult with external specialists to provide targeted support programs for students.
- Ensure all staff understand and implement NCCD practices, including the documentation of adjustments.

Desirable Skills and Qualifications:

- Specialisation in Inclusive or Special Education (or equivalent)
- Experience supporting students with EAL/D (essential)
- Proven leadership skills and experience
- Expertise in designing, implementing, monitoring, and reviewing ILPs and group-based interventions
- Experience managing and preparing for NCCD
- Experience programming and delivering intervention programs and assessments such as: MultiLit programs, YARCs, DIBELS