



HEAD OF LEARNING SUPPORT

Required January/April 2018

The position

We are seeking to recruit a well-qualified and experienced teacher to take on the role of Head of Learning Support for the Middle and Upper School (Year 6-Year 11). The successful candidate will be responsible for the leadership of the Department including a team of LSAs. Dependent on the qualifications and experience of the applicants this post may be offered on a part- or full-time basis with the successful candidate leading the Learning Support Department as well as contributing the teaching within the school as a whole.

The successful applicant

The successful applicant will be an outstanding professional - a teacher with energy, determination and vision - to take forward this important area of school provision. A qualification in JCQ approved level 7 access arrangements or a willingness to be trained in this will be advantageous. The ability to promote, support the school's drive towards a dynamic, digital-age learning culture will be particularly advantageous.

The successful applicant will be joining a friendly, hard working school with a clear commitment to high achievement for all its pupils. Classes have a maximum of twenty pupils. Non-contact time is generous to enable the successful applicant to fulfil this demanding role. A willingness to make a major contribution to the pastoral and extracurricular life of the school is essential.

Terms & conditions

The remuneration for the role will reflect the successful candidate's qualifications and experience. Saint Nicholas School teachers may contribute to the Teachers' Pension Scheme and the school will contribute the statutory employer's contribution to this scheme if the successful applicant chooses to join. There is a generous fee remission for children of members of staff of up to 50% of the full fees, provided their children meet the school's usual entry requirements.

The closing date for the receipt of applications is Thursday 5th October at 12 noon and interviews will take place the following week.

School's history & background

Saint Nicholas School was founded in 1939 with a total roll of 7 pupils. By 1977, the pupil roll had increased to 140 and at this time the school moved from its modest premises in Mill Street, Churchgate Street, to the current location at Hillingdon House. Today, Saint Nicholas is a thriving independent coeducational day school catering for approximately 370 pupils aged from 2 ½ to 16.

The school is situated in delightful gardens and grounds which extend to more than 14 acres. Pupils in the lower, middle and upper school are each housed in their own area, within close proximity of each other, enabling good access to shared facilities. The school is very well equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, and libraries. Sports facilities include extensive playing fields, tennis courts, a heated swimming pool, a magnificent sports hall and state-of-the-art theatre.



JOB DESCRIPTION – HEAD OF LEARNING SUPPORT

CORE PURPOSE OF POST

- To be responsible to the Head.
- To provide professional leadership for the Learning Support department that secures its success and improvement.
- To ensure high quality education for all pupils and improved standards of learning and achievement.
- To lead by example, providing inspiration and motivation, and embody for the pupils, staff, governors and parents the vision, purpose and leadership of the school.
- To promote and support the school's drive towards a dynamic, digital-age learning culture that models and encourages the effective use of technology for learning.
- Contribute to the development and enhancement of the curriculum within the School ensuring that School Learning and Teaching plans articulate with School's strategy in respect of e-learning.

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

Vision

- Demonstrate a commitment to a shared vision for the school; lead by example to inspire and motivate staff, parents, governors and pupils.

Ethos

- Encourage an ethos which promotes effective teaching and learning and which sustains improvement in the development of all senior pupils.

Strategic planning

- Contribute to the creation and implementation of a strategic plan for the school in relation to the Special Needs Department.

TEACHING AND LEARNING

Curriculum

- Draw up, monitor and record programmes of work at appropriate levels for the children receiving one-to-one support.
- Draw up and record intervention programmes of work at appropriate levels for the children.
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of pupils.
- Ensure policies and practices set targets for realistic but challenging improvements.

Monitoring, assessment, recording, reporting and accountability

- Undertake the assessment of prospective pupils as required by the Head and ensure prompt and clear feedback about the child.
- Be responsible for the drawing up of EHC plans if required.
- Ensure systems are in place for the assessment and recording of pupils' progress.
- Use national and local comparative and school data to help to set clear targets for pupils' achievement.

Standards and expectations

- Create and maintain an environment and a code of behaviour which promote and secure good teaching, effective learning, and high standards of achievement and behaviour.
- Effectively monitor the standards of achievement across the department.

Monitoring and evaluation

- Monitor and evaluate the support given by the LSAs.
- Monitor and evaluate the effectiveness of intervention programmes.

ADMINISTRATION

SEND

- Established and maintain a SEND register
- Share the register with staff in an appropriate and useful format.
- Write Pupil Passports and IEPs in line with the current code of practise; "Assess, Plan, Do, Review"



Social, emotional, behavioural and mental matters

- Established and maintain a SEBM register.
- Oversee support for SEBM pupils on two levels of support.
- Manage Inclusion and update records for pupils unable to come to School.
- Make referrals to CAMHs as necessary.

Internal & external examination arrangements

- Assess pupils and make applications for GCSE Access Arrangements as required, using the AIO system and completing form 8 where appropriate in preparation for inspection.
- Organise and oversee access arrangements for all school, mock GCSE and GCSE examinations.

Prospective pupils

- Be responsible for the assessment of prospective pupils as required, and make recommendations to the head in regard to offers of places.
- Liaise with parents and schools in regard to admissions.

SAFEGUARDING AND CHILD PROTECTION

- Ensure that you know who the designated teacher (DSL) responsible for dealing with child protection and the deputy DSL are
- Be familiar with the safeguarding and child protection policy
- Know what procedures are to be followed if you suspect that a child is at risk of harm
- Be particularly sensitive to signs which may indicate possible safeguarding concerns.

LEADING AND MANAGING STAFF

Motivate, develop and enable

- Line Manage the team of LSAs – currently ten members of staff
- Oversee and manage the external counsellors who support pupils
- Organise regular meetings of LSAs, setting the agenda, ensure that minutes are kept and actions followed up.
- Attend section staff meetings on a rota basis.
- Lead whole staff inset training sessions within specific Learning Support areas.
- Oversee SEN in Pre-school working with Essex area SENCo and external agencies, developing knowledge of EYFS procedures

Professional development and appraisal

- Lead professional development of staff through example; support and coordinate the provision of high quality professional development.
- Contribute to the implementation of effective systems for the management of staff performance, incorporating appraisal of LSAs.

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

Recruitment

- Work with the Head to recruit staff of the highest quality; deploy and develop staff effectively to improve the quality of learning support.

Manage resources

- Be responsible for the appropriate deployment of LSAs in the school.
- Organise timetables for all support staff and specialist teachers.
- Manage, monitor and review the professional development resources.

Manage accommodation

- Manage and organise accommodation to ensure that it meets the needs of the department.

Budget

- Prepare an annual budget request and forecast based on a sound SEND improvement plan.
- Manage your allocated budget.
- Set appropriate priorities for expenditure on training, allocate resources and ensure effective administration and control within the science department.



ACCOUNTABILITY

Effective communication

- Attend all parent consultation evenings.
- Ensure that all teachers are fully informed of the needs of the children they teach.
- Provide teachers with concise and clear summaries of psychologist reports, testing, school reports etc. which will aid teachers in supporting children in their lessons.
- Act as a source of advice to teachers about the ways in which they can best support specific children in their lessons.
- Produce and maintain an up-to-date Learning Support register.
- Liaise with outside agencies, including Educational psychologists, OT, and SALT as appropriate and making necessary referrals.
- Organise and chair the Annual Review meetings of pupils with EHC plans where appropriate and provide all necessary reports and minutes.
- Communicate with parents of each child on the Learning Support register to keep them up-to-date with their child's progress and to ensure involvement at all stages.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.

Advice to governors

- Provide information, objective advice and support to the Head and the governing body.

CONTRIBUTION TO SCHOOL LIFE

Extra-curricular activities

- Contribute to the extra-curricular activities by organising and running at least one club or activity after school.

Pastoral duties

- Take on the role of form teacher as required.
- Attend weekly assemblies.

School events

- Demonstrate support of the Friends organised events, including attending the Christmas and Summer fetes which take place on Saturdays.
- Attend two Saturday Open Mornings
- Attend the school's Prize Giving, normally the final Saturday of the summer term.