



St Swithun's Prep School



St Swithun's
WINCHESTER

Head of Learning Support (SENCO) Required: September 2019 or January 2020

BACKGROUND

St Swithun's School is set on an impressive and attractive campus of 45 acres overlooking open countryside, and offers exceptional teaching, sporting and recreational facilities for girls from age 4 to 18, with a co-educational Nursery. The prep school is housed in a state of the art building that opened in September 2015. We are gently selective with a total pupil role of approximately 200. The adjoining senior school offers day, weekly and full boarding options for approximately 500 girls aged 11-18.

Our school is a fantastic place to work, and a wonderful place to learn. We are very proud of our most recent ISI Educational Quality Inspection (February 2017) where we were judged to be excellent in all areas.

Prep school vision and ethos

As a community we aspire to live by the guiding principles of Grit, Gratitude and Generosity. We want to empower each of our pupils to go out into the world and change it for the better, by developing a sense of social responsibility and encouraging each individual to make broad contributions to life at school and beyond. By striving to recognise each child's individual strengths, and promoting intellectual rigour alongside personal development, we hope to instil in each child a sense of self-confidence and self-worth.

We believe in creating an environment where children love to learn, and learn to meet life's challenges head on. In short, we want our pupils to defy stereotypes, to be bold and think differently.

Further information about the school can be found on the school website: www.stswithuns.com

ROLE AND RESPONSIBILITIES

Can you support our engaging and effervescent girls in achieving the best that they are capable of, regardless of the challenges and obstacles they may face? Are you a passionate and well-qualified SENCO who wants to work in a dynamic and well-resourced independent school? If so, we want to hear from you!

We are seeking to recruit an enthusiastic and committed professional to replace our current Head of Learning support who is leaving after 17 years of outstanding service to the pupils of St Swithun's.

Although St Swithun's Prep is gently selective, the Head of Learning Support will be responsible for delivering outcomes for pupils with a range of learning support and additional education needs, including a small number of pupils with EHCPs. We have a small team of learning support assistants, however our teaching assistants also deliver interventions and in-class support. We are looking to appoint someone who can ensure that the provision for all children at St Swithun's is outstanding and that no child has to cope with too great a challenge in their learning; someone with a keen eye for detail and an ability to track the impact of intervention work and pupil outcomes; and, someone who can develop a strong team and work proactively with our parents, who are heavily invested in the success of their children.

The Head of Learning Support will work closely with the Heads of Lower and Upper Prep, and report to the Deputy Head Academic. We hope the successful candidate will be able to start in September, however we will wait until January 2020 for the right candidate.

This is a full-time, permanent post. Although not a class-based role, the Head of Learning support will be expected to undertake around 10 hours of teaching in the prep school each week; the subject and year group will depend on the skills of the successful candidate.

JOB DESCRIPTION

The job description sets out, but is not limited to, the main roles and responsibilities of the post.

General

- All staff may be asked to undertake other specific duties which may, from time to time, be reasonably requested by the Headmistress.
- All staff are expected to promote and safeguard the welfare of children and young people, comply with the school's Safeguarding policy and adhere to all other policies set out by the school.
- All staff must comply with the Staff Code of Conduct, setting exemplary standards of behaviour, appearance and attitude

Head of Learning Support

- To maintain the SEND Policy and support in the writing of the Accessibility Plan, ensuring all staff are updated about changes and developments within the policy regularly
- To communicate the vision for the subject effectively to other staff and parents
- To manage the deployment of staff within the department and oversee arrangements for pupils with SEND or EAL
- To ensure that effective systems are in place to identify and meet the needs of pupils from the EYFS through to Year 6
- Through regular training and support, enable all teachers and teaching assistants to identify pupils with additional needs and support all pupils effectively
- To observe lessons and carry out work scrutiny and pupil interviews
- To teach small groups and individuals, designing units of work

- To track the impact of interventions and pupil outcomes and prepare information for the SMT and school governors as required
- To ensure all pupils with SEND are set appropriate, measurable and time-based targets – and that these individual plans are regularly reviewed and communicated to staff
- To oversee annual reviews for pupils with EHCPs
- To review and put into place recommendations from Educational Psychologist reports
- To support in the pre-admissions assessment of pupils looking to join the school
- To ensure that approved access requirements are in place both internally and for external exams
- To meet regularly with the parents of pupils receiving learning support
- To appraise members of the learning support team
- To liaise with external agencies as required, and with the learning support departments of pupil's future schools
- To liaise with the Learning Support team in the senior school
- To liaise with the Deputy Head (Academic) and members of the Senior Management Team with regard to senior school transition, development and action plans, departmental budgeting, progress tracking and staff development needs
- To manage the departmental budget and allocate resources effectively
- To meet all deadlines for the efficient running of the school (e.g. budget requests, subject action plans, calendar deadlines and reports)
- To contribute to the positive reputation of the school by engaging with the wider community and capitalising on marketing opportunities

Class Teacher (up to 10 hrs pw)

- Planning effectively, and in collaboration with colleagues where necessary, under the direction of the Heads of Subject and Department
- Delivering high-quality lessons that ensure rapid development and strong levels of pupil engagement and enjoyment
- Focusing on individuals to ensure differentiation is appropriate and supports inclusion
- Keeping informed about best practice in teaching and learning and curriculum or syllabus changes
- Liaising with the SENCo, as appropriate, to ensure the best possible provision for pupils with SEND
- Following the school's policies on marking, setting homework, tracking pupil progress and reporting to parents
- Maintaining a purposeful and focused atmosphere in the classroom and setting the highest expectations of behaviour and attitudes to learning
- Running an after school club, attending school trips and, as required, residential trips
- Carrying out supervisory duties as part of the school rota
- Covering absent colleagues when required
- Ensuring communication with parents, pupils and staff is effective and professional at all times and supports the wider vision and aims of the school
- Ensuring an attractive and inspiring classroom environment is maintained at all times and that displays promote and celebrate children's academic achievements
- Attending meetings, training, INSET, assemblies and occasional weekend events such as the school fete, as required.
- Meeting all deadlines for the efficient running of the school (e.g. reports, planning, work scrutiny submissions)

PERSON SPECIFICATION

Skills, aptitude, knowledge and experience

- A minimum of 4 years teaching experience
- Experience of teaching the primary phase in both the maintained and independent sector (desirable)
- At least 2 year as SENCO or Head of Learning Support (desirable)
- Experience of using a range of tools and data to support the identification, progress and achievement of pupils with additional educational needs
- Experience of managing a team/ coordinating teaching assistants in providing SEND support
- A proven track record of high quality teaching
- A broad knowledge of effective assessment tools
- Experience of working with outside agencies
- Knowledge of ISI regulations (desirable)
- Experience of delivering well-being initiatives, ELSA or talking therapies (desirable)

Personal qualities

- Outstanding communication skills (with excellent spoken and written English)
- A fun, friendly, flexible and customer focussed approach
- An understanding of the needs of parents who are heavily invested in the education of their children (desirable)
- The ability to build a happy team and be a positive and empathetic leader, as well as working as part of a wider professional team
- The ability to problem solve and calmly support others if things go wrong
- The ability to manage workload, time and complex demands effectively
- A firm commitment to the safeguarding and protection of children and young people

Qualifications

- SENCo qualification (or in the process of being qualified)
- University degree
- Qualified to teach and work in the UK
- Paediatric first aid qualification (desirable)

TERMS AND CONDITIONS:

WORKING HOURS

Core hours are Monday to Friday, from 8am to 4pm. In addition, there is an expectation that staff will offer an after-school club each week, and attend a twilight training session after school until 6pm once a term. Staff are required to attend INSET days - typically 5 per year. There are a number of events in the evening, such as music recitals and productions, as well as occasional weekend events such as the summer fete at which attendance is required. Staff are expected to contribute fully to the wider community and life of the school. School holidays are generous, in line with the rest of the independent prep school sector.

SALARY

St Swithun's has its own competitive pay scale. Salary will be commensurate with the experience of the candidate. The school also provides a range of benefits for teaching staff including: private health insurance cover, discounted gym membership and health benefits, and a generous fee remission for any of their children attending the school.

TO APPLY

The closing date for applications is Friday 17 May at 9AM

Interviews will be held in the week beginning 20 May

Please note, applicants must complete the school's application form.

St Swithun's is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. References will be taken up before interview for shortlisted applicants. The interview will explore issues relating to working with children and promoting the welfare of children. All appointments are subject to a satisfactory references and recruitment checks, including an enhanced DBS check.

Applications should be returned to:

The HR Office
St Swithun's School
Alresford Road
Winchester
SO21 1HA

Or by email to: HR@stswithuns.com