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EXETER CATHEDRAL SCHOOL

Nursery | Pre-Prep | Prep

Head of Learning Support (SENDCo)

For September 2024 or by negotiation

Job Description and Person Specification

A. Job Description

This post may be part-time or full-time, depending on whether the successful candidate is able to offer a suitable additional subject.

A job description for teaching staff is available and applicable to this role. As Head of Learning Support, responsibilities include:

Leadership, Delivery and Development:

- Being the ambassador and figurehead for all Learning Support matters in School
- Taking strategic and day-to-day responsibility for the provision of Learning Support across the School
- Contributing to the formulation of a School policy for SEND and drawing up a development plan for Learning Support
- Producing the School's Code of Practice for SEND, ensuring that staff are aware of their responsibilities, both as subject teachers and as Form Tutors, and are applying them effectively
- Delivering 1-to-1 Learning Support sessions (and group sessions if appropriate) for pupils on the School's Learning Support register.
- Being available to all colleagues for consultation about Learning Support matters: providing advice to colleagues on effective teaching approaches for pupils with SEND; advising staff/SLT/Governors on best practice and the latest developments in Learning Support; providing appropriate staff INSET when required
- Maintaining an active awareness of national developments/compliance/inspection/legislation, including the SEND code of practice and equal opportunities legislation and how these apply to pupils at Exeter Cathedral School
- Attending and contributing to Heads of Department meetings, sectional meetings, and other meetings, case-conferences, INSET and professional meetings and conferences
- Representing Learning Support at recruitment/transition events as required
- Ensuring that the Departmental space is safe and attractive, including good use of up-to-date displays, reporting any deficiencies
- Developing links with senior schools, local HE institutions and professional bodies
- Advising the Head and SLT on matters relating to SEND and Learning Support
- Meeting regularly with the Senior Deputy Head and/or the Head

Administration and Communication:

- Ensuring that Education and Health Care Plans (EHCPs) and other relevant documentation relating to students with SEND are regularly reviewed with students, parents/guardians and other agencies, and that recommendations made are implemented
- Being responsible for the effective timetabling, rooming and communication of Learning Support lessons/arrangements
- Leading on the recruitment and selection of 1-to-1 TAs
- Keeping an up-to-date Learning Support register, with files on all pupils on the register, plus those being monitored for suspected SEND
- Ensuring inspection-readiness on all Learning Support matters
- With the Senior Deputy Head, reviewing and interpreting screening/assessment data; liaising with colleagues about action to be taken in individual cases
- Keeping accurate records of pupil attendance and activity in the department
- Contributing to Senior School references for pupils with SEND as required
- Overseeing and managing the learning support received by pupils: organising which pupils need support, the type and period of support that is needed and the targets that need to be addressed.
- Carrying out screening and assessment for prospective and current pupils.
- Monitoring and reviewing the subsequent progress of pupils on the Learning Support register and liaising with pupils, parents/guardians, teachers, tutors and SLT as needed. Organising case conferences when necessary
- Assisting in the preparation of examination papers as appropriate
- Promoting consistency of information regarding SEND on staff files and the School's MIS
- Ensuring that exam access arrangements (internal and public exams) are in place, compliant, effective and communicated; ensuring that documented evidence to support these arrangements is in place
- Liaising with relevant staff at Senior Schools regarding exam access arrangements/SEND of candidates as required
- Liaising with feeder schools (where appropriate) about pupils with SEND coming to the School
- Administering the Learning Support department's budget; ensuring effective stock taking and purchasing with regard to resources and equipment
- Producing a termly report to the Head about developments in the Learning Support department

Pupils, Parents/Guardians and Agencies:

- Receiving referrals of pupils whose progress is causing concern from colleagues or parents/guardians. Interviewing/discussing with the pupil concerned. Meeting parents/guardians. Liaising with Head of Section and tutor. Communicating/discussing information about the pupil's learning difficulties with colleagues/parents/guardians/pupils
- Conducting internal assessments to investigate the possibility of a pupil experiencing SEND; conducting internal assessments to provide evidence of pupil eligibility for exam access arrangements ensuring necessary paperwork is in place
- Referring pupils to an outside agency if appropriate. Completing administrative paperwork in advance of assessment, liaising with the educational psychologist, attending follow-up meetings, and summarising findings and recommendations for colleagues
- Providing ongoing pastoral care and support of pupils with learning difficulties – social, emotional and behavioural problems resulting from SEND. Advising on form/set placements, as well as significant behavioural interventions, etc., for SEND pupils
- Working with HoS/Senior Deputy Head to provide skills/revision sessions for pupils
- Supporting the transition of SEND pupils from the Pre-Prep to the Prep

- Liaising with parents/guardians before, during and after any development regarding SEND, and dealing with requests and queries, concerns from parents subsequently
- Arranging meetings with parents/guardians when there is cause for concern, sometimes with the Form Tutor/Head of Section
- Arranging meetings with parents/guardians and external agencies following an external assessment
- Holding meetings/telephone conversations with Educational Psychologists/other outside agencies

Other:

Carrying out any other duties as may be reasonably required by the Head.

Review:

The post-holder will be subject to a year's probationary period.

This job description may be reviewed and changed only in consultation with the Head.

B. Person Specification:

The successful applicant will manage the provision of Learning Support in the School and be able to teach and support pupils to the highest level.

Qualifications:

Good Honours Degree in an appropriate subject

Relevant SEND qualification (desirable)

Skills and Experience:

Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.

High-order administrative and management skills.

Capacity to lead and inspire pupils, parents/guardians and staff.

An ability to see the bigger picture and to embrace and adapt to change.

Works collaboratively and supportively with colleagues within School and with colleagues in other organisations.

Ability to motivate and encourage participation in activities both inside and outside the classroom.

Proven communication, organisational and interpersonal skills.

Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams.

ICT competence.

A vision for the future of Learning Support in leading independent prep schools.

Empathy for pupils, parents/guardians, staff and the community.

A commitment to continual personal and professional development.

A sense of humour and can-do attitude.

Effectively manages commitments and deadlines.

A generosity of spirit and a willingness to contribute to the extra-curricular life of the School.

C. Accountability:

The Head of Learning Support is accountable to the Head through the Senior Deputy Head.

D. Safeguarding and Child Protection:

Exeter Cathedral School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). This will give details of all spent and unspent convictions and other recordable matters.

E. Salary:

£38,000–£46,000 FTE, dependent upon qualifications and experience.

F. Applications:

The deadline for applications is 12 noon on Wednesday 1 May 2024. Please see the ‘how to apply’ section of the Working at Exeter Cathedral School brochure.

Interviews are likely to take place in the week commencing Tuesday 7 May 2024 (Monday is a Bank Holiday). Early applications are encouraged: the School reserves the right to interview and appoint at any time.