

**SEND Adviser (0.6)
FOR JANUARY 2019**

Further Particulars

The role of SEND Adviser is a vital part of helping to ensure that all students at NLCS remain supported in the best way possible. This is an exciting opportunity to help further develop the range of support and guidance already provided to students throughout the School.

Supported by the Assistant Head (Teaching and Learning), the SEND Adviser will work closely with the SEND co-ordinator in the Junior School to ensure that the correct support mechanisms and adjustments are in place for any students who require them. The successful candidate will be well-qualified with regards to providing an option for students to be assessed internally where necessary, or to ensure proper liaison with other educational bodies (for instance Educational Psychologists, examining bodies and the JCQ) where required. Candidates who have qualifications in SEND related areas will have an advantage in applying for this role, although additional training and qualifications will be provided for the right candidate.

Responsibilities will include:

- Devising and implementing Individual Action Plans for students who require them.
- Overseeing a programme of screening and screening updates as requested by individuals to help identify students who require further SEND support.
- Working closely with the Assistant Head (Teaching and Learning) and Heads of Section to help monitor students' progress.
- Offering curriculum support and liaising with specialist subject teachers where appropriate.
- Working with students in small teaching groups or individual sessions, to help improve organisation or access to the curriculum.
- Keeping up-to-date records of students who qualify for Access Arrangements.
- Identifying strategies to help support students who have demonstrated a need for SEND support. This will include working closely with teaching staff to ensure such support is consistent for students across the School.
- Liaison with Heads of Department and the Exams Office to ensure that student access arrangements are in place for public examinations.
- Supplying specialist tuition in spelling, reading, writing, grammar, mathematics, presentation and study skills where appropriate.
- Liaising with and reporting to parents; attending Parents' Evenings.
- Collecting, developing and organising suitable teaching materials, including keeping resources on the School Firefly VLE updated.

The successful candidate will have the expertise, initiative and enthusiasm to promote an academically rigorous and supportive environment for all students. He/she will liaise closely with tutors and Heads of Department to help support individual students throughout the School. He/She will present at Heads of Department Meetings or other whole school INSET sessions throughout the academic year.

The SEND Adviser is responsible to the Assistant Head (Teaching and Learning).

The opportunity to teach in a relevant subject area will be available for the right candidate.

Professional Development opportunities

There is a strong culture of professional development at the School. In addition to the openly advertised internal promotion and professional development posts, the School also offers a number of external opportunities.

Following the opening of two partnership schools, North London Collegiate School, Jeju (in South Korea), and North London Collegiate School, Dubai, staff in the UK have opportunities to be involved in monitoring visits to South Korea and Dubai, and to be involved in the recruitment and training of their staff. A number of exchange opportunities are available to staff, both to Korea and Dubai, as well as to partner schools in the USA and Australia.

The School works closely with The Prince's Teaching Institute, which is co-directed by the former Headmistress, Mrs Bernice McCabe. It provides residential, subject-specialist training to the maintained sector. Currently there are nine subject streams designed and led by NLCS staff, and the School pays for a number of staff from NLCS to attend the courses.

As part of the larger Senior School we benefit from being able to attend lectures and presentations from an eminent number of speakers, including John Bercow, Margaret Beckett, Brian Sewell, Tom Holland and Lord Winston.

Applications

Application should be made in writing to the Headmistress with a letter of application, completed application form and the names and addresses of two professional referees, one of whom should ideally be the Head of the applicant's present school. If applying by email the application form should be sent to Gill Conway, Deputy Heads' PA, who is in charge of teacher recruitment at deputyheadspa@nlcs.org.uk.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment as part of their duties. The successful candidate will be asked to apply to the Disclosure and Barring Service for an Enhanced Disclosure.

Closing date for applications: 12noon on Friday 22nd June 2018.