Head of Learning Support and SENDCO for a April 2020 start

**Crown House Preparatory School is currently recruiting a suitably qualified Head of Learning support to join our team from April 2020. This is a permanent position and an important role within our school.**

The successful applicant will be enthusiastic and confident and will be able to support and inspire children to foster their enthusiasm for learning. They will also have the skills, qualifications and experience to lead our SENDCO department. Applicants will join an innovative, forward-thinking and committed team during a very exciting time in the school’s development.

Crown House Preparatory School is a one form, co-educational, non-selective, preparatory school for children from Pre-Reception to Year 6. Children at Crown House Preparatory School receive very high levels of academic education and pastoral care. Crown House Preparatory School is part of Chatsworth Schools.

Salary will be in accordance with Chatsworth Pay Scales and with the candidate’s experience.

Please apply by completing the application from with a covering letter addressed to the Head of School Mr Ben Kenyon

**Closing date:** Friday 20th December2019, shortlisted candidates will be contacted for interview 6th – 10th January

*Crown House Preparatory School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The protection of our students’ welfare is the responsibility of all Crown House Preparatory School staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation. The successful applicant will be subject to an enhanced DBS (Disclosure and Barring Service) clearance along with other relevant pre-employment checks. References will be taken up and carefully checked.*

*We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Members of the interview panel are safer recruitment trained.*

**Personal Attributes**

The SENDCO and Head of Learning Support at Crown House Preparatory School will be specifically expected to demonstrate:

* enthusiasm for and champion of SEND students
* an ability to inspire and lead others;
* an ability to work as part of a team;
* competence in administration;
* the ability to command respect from pupils, parents and colleagues;
* excellent interpersonal skills;
* the capacity to think creatively;
* adaptability to new ideas;
* a willingness to share ideas and resources with colleagues;
* personal organisation and efficiency;
* stamina and resilience;
* loyalty and discretion.

**MAIN AREAS OF RESPONSIBILITY**

* Assess and identify the needs of individuals and produce IEP’s for those children who require such provision
* Provide the necessary teaching of pupils within the school and to give regular feedback to parents
* Devise a scheme of record keeping which will monitor the progress of individual children
* Be pro-active in creating a gifted and talented programme and work with teachers who are involved in this area
* Ensure that teaching of learning support is adequately resourced using the allocated funds effectively
* Prepare and deliver ‘within school’ on-service to ensure that all staff are aware of the learning support programme
* Liaise with outside agencies as necessary
* The Learning Support teacher should promote and foster good relationships amongst the staff, promote and implement all aspects of school policy
* Work enthusiastically towards the long term aims of the school
* Following class review, coordinate special provision in setting up e.g. caseload, assessment, review for the term, negotiation with the class teachers and distribute final timetables for each class
* Liaise with external SALT provision
* Assess any new pupil coming into the school
* Summarise external reports onto individual IEP’s and placing this onto the excel spreadsheet
* Check IEPS and conduct IEP Reviews
* Run Insets with staff, when necessary
* Coordinate paper work for the applications for Statement of Educational Needs, when identified by the parents
* Attend and assist Annual Reviews for pupils with a Statement of Educational Needs as requested by the Head
* Attending many parent/teacher meetings each term to help ensure communication links are strong. This may be shared around from term to term and also as a support to teachers as needed.
* Update SEN policy and practice folder, SENDCO assessment folder and Therapy Scheme of Work as necessary
* To assist with updating PSHE policy document
* To advise the Senior Leadership Team when necessary

**OTHER DUTIES**

1) To attend all Staff Meetings, Parent Evenings (as appropriate), INSET (internal and external as requested).

2) To participate in (and where appropriate contribute to) the general well-being of the Staff and School so as to maintain and improve the performance of the school for the benefit of all concerned.

3) To support the pupils and school as a whole, by attending school productions, functions and any events as requested.

4) To keep abreast of all policies of the school and to be aware of problems with individual pupils so that communication between colleagues for their general well-being is consistent.

5) To share in the responsibility for covering colleagues in their absence.

7) To comply with all legal requirements such as register of attendance and Health and Safety regulations.

8) To carry out tasks as delegated by the Head or Senior Leadership Team.

9) To attend professional development courses to further knowledge and expertise as and when appropriate.

11) Responsibility for promoting and safeguarding the welfare of children and young people for whom you are responsible, or with whom you come into contact in the school.  It is your responsibility to adhere to and ensure compliance with the school’s Safeguarding Policy at all times.  If at any time you identify any instance that a child or young person is at risk you must report your concerns immediately to the Designated Safeguarding Lead or the Head.

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.