



Our Lady's Abingdon

Independent Catholic day school for girls and boys aged 3-18



Head of Learning Support (part-time)

Information for prospective
members of staff

Message from the Principal, Stephen Oliver

Thank you for your interest in Our Lady's Abingdon. I hope that what you read here will inspire you about our school and help you decide whether applying to join our community is the right move for you.

This is an exciting time to be working at OLA. Formerly a convent school run by the Sisters of Mercy, we are now fully coeducational and governed by a board of lay trustees. As such, we have a unique position in the Oxfordshire independent schools' landscape. Our Senior School offers a broad and balanced curriculum, with pupils taking ten or eleven subjects at GCSE/IGCSE. Pupils have a positive and purposeful approach to learning. Behaviour is excellent and our small class sizes mean we are able to challenge and support according to individual need. Our Sixth Form, which has grown in numbers in recent years, offers a curriculum that includes more than twenty A level choices, the Extended Project Qualification (EPQ) and a well-planned enrichment programme.

Our Catholic ethos defines us and is at the heart of all we do. It inspires our mission, directs our work of teaching and learning and offers us a vision for the goal of human life. Across the curriculum respect is given to the dignity of every human person. We connect the teaching of the faith to the pupils' own lives through our programme of assemblies, retreats and liturgies, providing them with the opportunity to reflect on their personal experience of the love of God. We are proud of our distinctive family atmosphere, which fosters a tangible sense of community and happy relationships between staff and pupils.

OLA aims to develop the individual talents of each pupil, every child being seen as a unique human being, created by God with gifts to be recognised, valued and nurtured. Students are encouraged to have high aspirations. They are expected to contribute fully to school life and participate in the wide range of enrichment opportunities on offer. As a result, pupils leave OLA as well-rounded, confident and well-qualified young people, ready to face the challenges of the adult world.

If you choose to apply for this post, we will give your application all the seriousness it deserves. OLA is a wonderful, vibrant and happy environment in which to teach, with a palpable sense of belonging among our staff. The role we are looking to fill is central to the flourishing of the school and I hope you will feel that you are the person to fill it.

Stephen Oliver
Principal



A profile of the Principal is available in the September 2018 issue of the Independent Schools magazine (p28-29), accessible via the link below:

<http://www.independentschoolsmagazine.co.uk/issues/files/downloads/September%20Magazine%20WEB.pdf>

JOB DESCRIPTION

An experienced, inspirational, dedicated and suitably qualified teacher is required for September 2019 to take on the leadership of OLA's Learning Support Department in a part-time capacity.

The Head of Learning Support works to raise levels of achievement for all learners at OLA, with a particular focus on those with additional needs and EAL. He/she line manages members of the Learning Support Department, teaches pupils and assists teaching staff. The post holder is supported by two part-time staff and some administrative assistance.

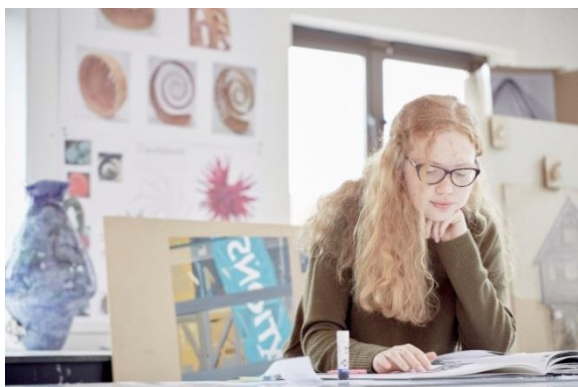
The department has expanded its provision in recent years and now has the benefit of two rooms dedicated to Learning Support and English as an Additional Language. It is able to provide support for a wide variety of SEND: dyslexia, developmental co-ordination disorder, (DCD or dyspraxia), high-functioning autism, AD(H)D and other behavioural, social and emotional needs. Teaching programmes are customised and take various forms to complement the range of specific learning difficulties: literacy programmes for pupils with dyslexia, handwriting and organisational support for those with dyspraxia, support programmes for pupils with AD(H)D, exam and revision technique, study skills and time management. Assessment is an integral part of the provision.

RESPONSIBILITIES

- Oversee the strategic development of SEND and EAL throughout the school, including policy-writing and advising and supporting staff.
- Produce, maintain and review individual learning plans.
- Advise, contribute to and, where appropriate, co-ordinate the professional development of staff to increase their effectiveness in responding to students with SEND, understanding their needs and raising their achievement.
- Support staff by ensuring that all those involved have the information necessary to secure improvements in teaching and learning, disseminating good practice in SEND and EAL across the school.
- Develop effective liaison with external agencies in order to provide maximum support for students with SEND and EAL.
- Ensure that all pupils, including those with special or additional needs, receive their full educational entitlement and, if possible, have access to the whole curriculum.
- Collect and interpret data on pupils from appropriate sources and use it to inform practice.
- Using all the available data, plan appropriate interventions, monitor and review their impact and track pupil progress.
- Devise, implement and evaluate systems for identifying, assessing and reviewing pupils' SEND in relation to the school SEND policy.
- Identify and develop study skills to support pupils in their ability to work independently and learn more effectively.
- Ensure a smooth transition of learning support when pupils join or leave the school.
- Teach pupils with SEND and/or EAL in line with their planned support programmes.
- Manage exam access arrangements in accordance with the Joint Council for Qualifications' guidance and regulations and in liaison with the Exams Team.
- Manage the Learning Support and EAL budgets, ensuring that expenditure provides good value for money.
- Coordinate the annual review process of all pupils who have Education, Health and Care Plans.

OTHER ASPECTS OF THE POST

The post is part-time and the school can offer some flexibility regarding the hours worked. All teachers are expected to share in supervision duties, attend all relevant parents' evenings, staff/departmental meetings, Open Days etc. and to make a contribution to the co-curricular life of the school.

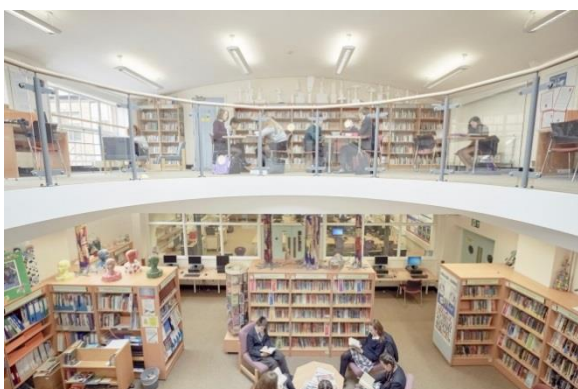


PERSON SPECIFICATION

Essential
Familiarity with 'Keeping Children Safe in Education 2018' and 'Working Together to Safeguard Children 2018.'
QTS and evidence of a sound academic subject background and successful teaching.
An up-to-date knowledge of the code of practice and the statutory processes in place for SEN learners.
A knowledge of how children think and learn and what young people with social, emotional and behavioural difficulties experience.
A knowledge of how ICT can both enhance and extend learning and improve the administration of SEND.
Evidence of a genuine interest in, and empathy with, pupils with SEND.
The ability to lead and manage a team towards common goals, to set standards and model good practice.
The ability to communicate effectively with a range of potential audiences.
Proven teaching skills and the ability to coach other teachers and share good practice.
Proven consultation and negotiation skills.
A flexible approach to duties.

PERSON SPECIFICATION (continued)

Desirable
Have, or be prepared to train for, the National Award for SEN Coordination qualification.
The Appropriate qualifications to assess for exam access arrangements.
Previous experience as a SENCO.
Extensive experience of teaching pupils with SEND.
Demonstrable knowledge of SEND policy and examination access arrangements.
Excellent administrative skills, particularly record-keeping.
Evidence of competent IT skills including Microsoft Word and Excel, and a willingness to learn in-house systems.
Other Requirements
Enhanced DBS Disclosure
Ability to understand and demonstrate a commitment to equality and diversity
Appropriate level of safeguarding training



About the School

OLA is a Catholic, co-educational day school located close to Oxford in the heart of Abingdon, welcoming pupils of all faiths and none. We successfully combine excellent academic achievement with huge strengths in the creative and performing arts and a broad range of opportunities beyond the classroom. Exceptional pastoral care and an innovative, inclusive culture underpin all that we do. This provides pupils with the individual focus, resources and confidence to realise their potential in a happy and secure environment, enabling them to become successful members of society.

OLA's values and ethos enable pupils to develop in mind and spirit. The strong moral standards we promote encourage pupils to be polite and articulate with a high degree of self-worth. Outstanding pastoral care ensures that pupils flourish academically and in all the activities they undertake. We provide an all-round education, within a broad curriculum, which results in a sound and balanced foundation for the world beyond school. Excellent facilities and small class sizes make this possible, meaning that our pupils, whatever their talents, are stretched to do their very best to succeed.

Our co-educational ethos provides an atmosphere where pupils are at ease with one another and natural relationships are fostered. OLA is a purposeful, outward-looking school with a happy, family atmosphere which gives children the freedom to develop within a structured framework. As our school motto says: *age quod agis* – whatever you do, do it well.



OLA offers outstanding pastoral care to all its pupils. We have a justified reputation for being a caring and nurturing school with a calm, purposeful environment that gives all pupils the opportunity to thrive. Pupils at OLA feel safe, well-cared for and known by all their teachers. We place great value on care and support for the individual and our pupils interact with each other positively and with genuine care and compassion.

Academic and personal progress is closely monitored throughout a child's time in the school to ensure that the experience of all pupils is a happy and positive one. Year 7 has a dedicated pastoral head in charge of transition to senior school life, after which pupils are placed in the care of a Year Tutor who guides them through Years 8 to 11. In this way they receive the best possible individual support, enabling them to make the most of their GCSE years. Alongside this they receive expert guidance from our Careers staff and form teachers as they make important decisions about the subjects they wish to study for A Level.

Hand in hand with pastoral care goes spiritual nourishment, promoted by all staff but particularly by our dedicated chaplaincy team who arrange retreats, assemblies and liturgies. Our beautiful school Chapel is a real centre for prayer and our Catholic ethos ensures all pupils, whatever their background, have opportunities to step back from the busy school day to enjoy times of quiet and reflection.

OLA prepares children for life. Students leave us at 18 as young men and women not only equipped academically for university, but as well-balanced individuals with the confidence to make their way successfully in the world beyond school. Following their chosen path with enthusiasm, they can use the skills they have acquired at OLA to exploit their abilities and make them count in society.



Working at OLA

Salary

OLA has its own Leadership salary scale. Experience and qualifications are taken into account when considering starting salaries.

Benefits

There is a well-equipped, attractive Staff Room at the centre of the school along with quiet departmental workspaces throughout the school building. A designated office comes with this role.

Lunch is provided at no cost during term time, with tea and coffee available throughout the day. Snacks and light meals are provided to staff who are required to work in the evening for school events.

On-site parking is available at no cost subject to a valid school parking permit being displayed.

CPD and training are encouraged and the school has an exciting annual INSET programme for staff.

Staff have access to the school's 25 metre indoor swimming pool during designated staff swimming sessions.

Pension

The School participates in the DfE Teachers' Pension Scheme.

School Fee reduction

Teaching staff benefit from a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff.

Non-contractual benefits are given at the discretion of the Governing body and can be withdrawn without notice.

Location

The school is located in Abingdon-on-Thames, an historic market town situated eight miles south of Oxford with its world renowned reputation as a centre of academic excellence. The town has undergone recent development to upgrade the central shopping area providing a good selection of restaurants, cafes and bars just few minutes walk away from the river and gardens of Abbey Meadows. The town supports a mixed international community and has excellent bus links to Oxford, which is just a 15 minute ride away and provides a wealth of social and cultural opportunities.



Selection Process

- Applicants are asked to submit a completed application form online via the TES website (<https://www.tes.com/jobs/employer/-1030286>). No other form of application will be accepted.
- Please ensure that the online form is completed in full, ensuring that no gaps are left in your employment history.
- When explaining why you should be considered for the role please refer to the Responsibilities of the Deputy Head Academic and Person Specification information provided in this document.
- Two referees should be provided, one of which must be your current or most recent employer. References will be taken up before interviews take place.
- The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, in addition to other necessary safeguarding measures.
- **The deadline for applications is midnight on Sunday 17th March 2019.**
- Our Lady's Abingdon is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Should you require any further information please contact the Principal's PA, Mrs Julie Braley at principalspa@olab.org.uk

