



MILLFIELD PREP SCHOOL

JOB DESCRIPTION

HEAD OF LEARNING DEVELOPMENT CENTRE

The Learning Development Centre is integrated facility for those with learning difficulties. It is staffed by five full-time and two part-time tutors serving the special needs of 100 pupils in attendance. This full-time teaching position requires a person of high calibre and with experience in addressing the needs of children with variations in development, particularly those arising from dyslexia.

Ideally applicants should be in possession of specialist qualifications, such as an Advanced Certificate in Special Needs, RSA Diploma in SLD, BDA Diploma or other relevant background such as the training by Dr Beve Hornsby.

The Learning Development Centre is well resourced and provided with a favourable capitation. Many programmes in use have been devised by the LDC. The department is keen to continue to innovate and develop its reputation as forward thinking and as a centre of excellence.

Candidates should:

- Be AMBDA qualified and have experience of other SpLD
- Preferably have an Assessment Practising Certificate
- Be able to work flexibly with a team of specialist staff across age range 3-13
- Be able to teach small groups effectively across age and ability range
- Show evidence of commitment to own learning development
- Inspire pupils to overcome barriers to learning
- To be able to communicate effectively with parents, colleagues and outside agencies
- Be aware of current SEN legislation and implications
- Have excellent organisational and ICT skills
- Have an awareness of the role ICT can play

The principal duties are as follows:

- Running day-to-day operation of the school A.E.N. policy, liaising with and advising fellow teachers, co-ordinating provision for children with special educational needs or who require learning support
- Maintaining the school's register and overseeing the records on all pupils with special educational needs
- Contributing to in-service training of staff
- Liaising with external agencies, including educational psychologists and other support agencies, medical and voluntary bodies
- Liaising with Heads of Year regarding extractions.
- Overseeing the writing of IEPs or equivalent and ensuring they are being implemented effectively.
- Marketing of LDC (promotions)

- Admissions: interviewing, testing prospective children, meeting prospective parents and discussing LDC operations
- Developing and updating relevant policies
- Co-ordinating visits to departments
- Co-ordinating September, February and June testing
- Allocation of staff/pupils for timetabling and extractions, including 1:1 extractions, liaising with Deputy Head (Curriculum) regarding timetable requirements
- Recording and monitoring visits undertaken, LDC Insets, events, links etc. (including liaison with group tutors of full-time Extra English sets)
- Overseeing LDC budget and ordering of materials, stock equipment, initiating and overseeing department audit, targets and development plan
- Ensuring cover arrangements for absent staff
- Leading by example. Able to lead the LDC confidently forward to its next Crested review
- Building a team approach and allocating appropriate specific duties and responsibilities to members of the LDC.
- Writing, updating and monitoring implementation of the AEN policy and SENDA.
- Continuing to develop reputation for excellence and innovating in this specialist field.
- Designing Pupil Profiles (Individual Education Plans) resulting from the LDC diagnostic battery of tests.
- Direct teaching, embracing the individual needs of each child within the context of a small group. (See Teachers job description)
- Ongoing evaluation of effectiveness reflecting on each pupil's actual and likely progress.
- Supporting, encouraging and boosting individual children.
- Providing strong levels of pastoral care.
- Actively contributing to department development. (see Head of Department job description)
- Ensuring teaching and learning are characterised by high expectations.
- Promoting the department; principal advocate for children who require learning support.
- Ensuring good records are kept, including the LDC Curriculum Profile and PSME Diagnostic Check List.
- Keeping abreast of developments in this rapidly evolving area of education.

Millfield Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the School stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted.

This post calls for a high level of commitment, considerable energy and ability to make a significant contribution to the lives of children with special needs. It is an exciting opportunity to develop professionally. The successful candidate will be expected to play a full part in the extra curricular life of the school. As a Head of Department the positional holder will play an important part in the management of the school and will set on the Senior Pastoral Team and Teaching and Learning Committee.

Salary will be commensurate with experience and qualifications.