



**CHIGWELL SCHOOL**  
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From the Headmaster  
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### **Learning Support Co-ordinator Job Description**



#### **Introduction**

Chigwell School is seeking a well-qualified, energetic and committed individual to become Learning Support Co-ordinator. It is anticipated that the successful candidate will have had experience in a similar role in another maintained or independent school.

#### **Background**

Founded in 1629 by Samuel Harsnett, the son of a Colchester baker who went on to become Archbishop of York, Chigwell School stands on its original site with the original school building still in use. However, whilst Chigwell of today is conscious of its long-standing history, it is a forward-looking, ambitious, co-educational independent school of 930 pupils aged four to eighteen. It enjoys excellent facilities, a dedicated staff, bright and hardworking pupils, and a site of 100 acres.

Chigwell School is located in the picturesque village of Chigwell just over ten miles from central London and on the Central Line. The extensive, beautiful grounds are close to the edge of Epping Forest and it is rare for a school to have so much space and yet be so close to the centre of the Capital. Most pupils are day pupils but in the Sixth Form, there is a small community of international boarders, roughly thirty from sixteen countries, and these live in four small boarding houses.



As well as being an academic school, Chigwell has the reputation for providing a rich and full education, with plenty of opportunities for all pupils who are enthusiastic, co-operative and able. Chigwell is a caring and friendly school, with a close sense of community, not least between colleagues. As the 2015 Good Schools Guide reports: *Academically, pupils are put through their paces but it all seems to be done in such a civilised and pleasant manner that you are more likely to hear pupils talk about opportunities and prospects than pressure and stress. "Anyone who wants to do well here, will do well" said one student, "and I can't think of a nicer place to succeed."*

### **The School Development Programme**

Over recent years, the School's facilities have been extensively developed in order to enhance the educational experience that pupils receive. The development programme has included the following additions:

- 2008 Wilson Building teaching block
- 2008 Floodlit AstroTurf pitch
- 2009 Junior School library extension
- 2010 Complete redevelopment of catering facilities
- 2010 Sixth Form coffee shop
- 2010 Harsnett's and Church House converted into boys' boarding houses
- 2012 The Old Chigwellian Club and land was incorporated into the school estate
- 2013 Pre Prep School built and opened
- 2013 Two new science labs created
- 2014 Drama Centre balcony extended to provide additional music and drama rehearsal space
- 2016 The Risham Sarao Sixth Form Centre was completed

In the future we plan to:

- Renovate the Chapel
- Extend the Dining Hall
- Develop the Sports Centre
- Expand our music facilities
- Further expand our provision of bursaries

### **The School**

Some pupils join in Reception and there are two classes in each of the three Pre Prep year groups. A small number of other children join the Junior School at 7+ (Year 3) and there are two or three classes in each of the KS2 year groups. At 11+ (Year 7), there is a further entry with four classes making up Years 7 to 11. Again, there is a small entry into the Sixth Form. Entry at each stage is selective and although there are three main sections to the School (Pre Prep, Junior School and Senior School) these sections work closely together and there is a common ethos running throughout.

There are over a hundred teachers and together with the support staff, there is a friendly, mutually-supportive atmosphere. All teaching staff contribute to the extra-curricular programme.



## The Role

We are seeking to recruit a new Learning Support Co-ordinator who will continue the excellent work of the current postholder who completes a short term contract with us in July. The learning support department is highly significant both pastorally and academically, and it is key to ensuring that pupils fulfil their full potential across the Junior and Senior Schools. There is a team of teaching assistants who work with the Learning Support Co-ordinator to provide help to both individuals and groups. Chigwell pupils are selected on the basis of academic ability but there are a significant number on the learning support register who have been diagnosed with, for example, mild dyslexia, dyspraxia, difficulties with short term memory, organisation or processing speed. The intervention of the department helps both them and their teachers to work most effectively. We anticipate that the successful candidate will want to work with parents to help guide their support of their children; guide pupils with learning difficulties to work in the way that best suits them; and promote an understanding of the needs of individuals on the learning support register with teaching colleagues.

## Key Responsibilities

The Learning Support Co-ordinator will:

- Ensure that the School's Learning Support Policy is up to date, compliant and implemented
- Ensure that learning support advice for staff is current
- Maintain learning support records including the learning support background information for staff, learning support information on the school database, educational psychologists' reports, and evidence of need and normal way of working to inform extra time applications and computer use in examinations
- Maintain accurate records of meetings with parents
- Advise on further assessment by, and liaise with, specialist staff e.g. educational psychologists, speech therapists, occupational therapists, and the school counsellor
- Organise case conferences where necessary
- Co-ordinate and deliver support lessons for pupils with specific learning difficulties either one-to-one or in small groups
- Arrange in-class support as appropriate
- Organise SMART intervention programmes in liaison with class teachers
- Prepare Individual Education Programmes
- Continue to support the development of our whole school, online, one-page profile initiative
- Oversee the work of teaching assistants
- Report on the examination performances of those pupils on the learning support register
- Receive information in advance about entrance exam candidates with specific learning difficulties, and interview and report on them
- Have overall responsibility for the screening of new pupils to Chigwell. Communicate with parents as necessary on the outcome of screening, discuss the recommendation of educational psychologists' reports, use supplementary screening tests as necessary







- Deliver INSET to colleagues
- Be available to advise colleagues on learning support matters and ensure that they have access to relevant INSET and resources
- Ensure that statemented pupils receive an annual review
- Ensure that every pupil on the learning support register has an individual meeting to discuss progress
- Apply for access arrangements as necessary for public examinations in accordance with JCQ regulations and ensure that details are made available through the School's database (iSAMS)
- Liaise with the Examinations Officer and others as necessary to ensure that appropriate arrangements are made to support pupils in internal and external exams
- Meet regularly with the learning support team
- Attend heads of department meetings and work with heads of KS2 subjects
- Work with the Director of Teaching and Learning on the delivery of study skills sessions, devise INSET and CPD for staff in relation to SpLD and differentiation
- Help to oversee the transfer of Pre Prep pupils to the Junior School where there are potential concerns requiring learning support
- Keep up to date with new research in the field of learning support
- Attend appropriate training courses as relevant and attend meetings with local counterparts
- Manage the learning support budget

### The Person

This is a challenging and exciting position. Suitable candidates will be qualified teachers, have a degree and it is desirable for them to hold a recognised Diploma for teaching students with Specific Learning Difficulties. He or she will be able to implement the SEND code of practice and in addition, should hold the National Award for Special Educational Needs Co-ordinator, or be willing to undertake this training.

Experience of access arrangements is essential and the post requires that the candidate co-ordinate access arrangements for exams (in school and external) for any pupils who qualify, according to JCQ guidelines, in conjunction with the Examinations Officer.

A recognised qualification in assessment and relevant experience of working with students at both primary and secondary level is also desirable. It is hoped that the successful candidate will continue the significant progress that has been made in recent years. He or she will want to review the current operation of the learning support department and propose developments as they see fit. We are seeking an energetic and confident teacher with relevant experience. He or she will be an advocate for the needs of those pupils with learning difficulties, who will also be capable of working with teaching colleagues to help them bring out the very best in all pupils.



## **Remuneration**

The Learning Support Co-ordinator is a key position and the remuneration will reflect this. The children of teaching staff receive a 50% fee remission for children in Years 3 to 6, and 66% fee remission thereafter, subject to satisfying the normal admission criteria. Lunch is provided for all staff whose working hours encompass school lunchtime and, most importantly, Chigwell School is a caring, vibrant and happy community within which to work.

## **Applications**

Applicants should complete the teaching staff application form which can be accessed directly from our website: [www.chigwell-school.org](http://www.chigwell-school.org) (Vacancies) and sent to the Headmaster's P.A.: [hmpa@chigwell-school.org](mailto:hmpa@chigwell-school.org) by Monday 15<sup>th</sup> May **2017**. The Headmaster, Mr Michael Punt, will be happy to answer any questions; he can be contacted at the School by telephone 020 8501 5701 or by e-mail to [mpunt@chigwell-school.org](mailto:mpunt@chigwell-school.org)

**Chigwell is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.**

