SURBITON

HIGH SCHOOL

Job Description

Job Title: **Head of Learning Enrichment (SENCO)**

Job Purpose: To oversee Learning Enrichment provision from Year 7 - 13
Reporting Line: SLT
Start Date: September 2021
Tenure: Permanent, Full-Time
Salary: United Learning Pay Structure

Key Responsibilities:

1. **Subject Specific**
   - **Identify** and screen pupils with learning difficulties such as dyslexia and dyspraxia.
   - **Ensure provision** of additional support for pupils is appropriate to their needs.
   - **Provide** teaching staff with information on individual pupils' learning difficulties and how they can be best supported in the classroom.
   - **Liaise** and **correspond** with parents, the pastoral team, Form Tutors and subject teachers and, sometimes universities.
   - **Organise** referrals to Educational Psychologists and other appropriate professionals.
   - **Maintain** a Learning Support Register with details of all pupils who have identified learning differences and/or are receiving support from the department.
   - **Draw up** Learner Profiles and **distribute** these to teaching staff, advising of suitable teaching strategies.
   - **Work** closely with the Examinations Team in regard to access arrangements for examinations.
   - **Provide** study skills' support and advise teaching staff on appropriate study skills.
   - **Meet** regularly with the SENCO across the Prep Schools especially focusing on the progress of Girls' Preparatory School pupils moving from KS2 into KS3.
   - **Contribute** to whole-school policy through participation in both the Heads of Department and Pastoral Team meetings.
   - **Keep** the Senior Leadership Team **informed** of the relevant developments and changes in policy relating to Special Educational Needs.
   - **Ensure** that the School's legal responsibilities are met.
   - **Be willing** to train and support relevant staff.
   - **Be able** to interpret assessment data in a meaningful way and to disseminate accordingly.
   - **Plan** and **organise** the Learning Support Department's timetable.
   - **To work** closely with Admissions at the Senior School to ensure entrance exams are correctly tailored
   - **To lead** on the EHCP process for individual pupils, ensuring correct protocol is followed and that the School meets statutory requirements.
   - **To build** and maintain relationships with external agencies, and to liaise with HR regarding clearance for external visitors to the School.
   - **To teach** a timetable which includes small groups and 1:1 from Year 7 – 13.
   - **Line manage** the Learning Enrichment Teachers including the line management and leadership of EAL.

2. **Teaching and Learning**
   - **Lead by example** - model outstanding teaching and learning, this includes teaching up to 13.5 periods a week.
   - **Lead** the Department in pursuit of continuous improvement through innovation, strategic planning, and sharing of best practice.
   - **Monitor** the quality of teaching and learning through regular observations of Department staff, work scrutiny and pupil feedback.
   - **Challenge** teachers who underperform and use **coaching strategies** to help them improve, working closely with SLT line manager to ensure that correct support is provided.
   - **Coach and support** members of the Department to quality assure skill/knowledge base along with willingness to improve/develop is high.
   - **Develop** members of the team through clear and carefully planned **distribution** of suitable tasks – for example peer observation, methods for using AfL and other new initiatives. **Identify strengths** in the team to ensure the embracing of new teaching strategies, and pupils' learning.
   - **Promote** the use of Digital Learning Technologies to support pupil achievement.
   - **Ensure** the smooth, efficient, supportive and rigorous running of Department policies, including the application of rewards and sanctions.

3. **Results**
   - **Track and monitor** pupil progress and achievement within the subject area across all Key Stages, using baseline data.
   - **Lead in** taking appropriate action to intervene in pupils' underachievement, which is likely to include communication with the appropriate Form Tutor/HOY/SLT member and parent/s.
   - **Promote** the use of target-setting and high quality pupil feedback to inform teaching and learning strategies.
   - **Ensure** that teachers support pupil progress.
   - **Review, analyse and evaluate** results throughout the year and for the examination analysis and subject review meetings, **sharing** the process with the Department so that all are aware of the development points.
   - **Ensure** that reporting on pupil progress follows the School's policy.

4. **Curriculum**
   - **Work collaboratively with the Department** for continuous self-improvement of Curricular Schemes of Work.
   - **Use** areas of strength and expertise amongst the team and beyond SHS to enhance curriculum delivery.
   - **Lead, with appropriate consultation,** on changes in specifications and/or exam board.
   - **Ensure** that pupils are advised on relevant university courses and maintain subject links with relevant industries, careers and higher education.
   - Keep abreast of, and **communicate** to the Department, **changes in policies**, guidelines and other national initiatives.
   - **Ensure** compliance with requirements for exam entries and arrangements.
   - **Ensure** that written records are kept as appropriate and in accordance with GDPR and the Data Protection Act 2018.

5. **Co-Curricular**
   - **Working collectively** as a team, identifying suitable co-curricular activities that enrich the curriculum and broaden the pupil learning experience.

- **Delegate** the organisation and administration of trips appropriately amongst the team.
- **Monitor and develop/support** the contribution made by members of the team to co-curricular activities.
- **Ensure** accurate and up-to-date information is maintained in relevant co-curricular documentation.

6. Values

- **Engage** in on-going personal and professional development in order to provide high quality and innovative educational leadership.
- **Effectively communicate** whole School changes to the team, coaching teachers to develop their understanding and skill base surrounding new learning strategies.
- **Create alignment with the School's values and ethos** to ensure Departmental ownership of whole school strategic development.
- **Ensure** Department compliance with agreed School policies for assessment, recording, contacts with parents etc.
- **Promote** the School's ethos of May Love Always Lead Us and the Best in Everyone.
- **Implement** all school policies.
- **Work co-operatively** with SLT and all colleagues.
- **Promote** the School and its training courses and activities, including participation in external and internal marketing activities.
- **Uphold** the good reputation of the School and of United Learning with pupils, parents and other stakeholders.
- **Ensure** the principles and practices of the School's Equal Opportunities Policy are promoted through the curriculum.

7. Staff and Resources

- **Demonstrate** and **role model** constructive leadership behaviours including:
  - Providing encouragement, support and assistance to colleagues at all levels.
  - Managing the performance of all staff in line with current legislation and United Learning policy and procedure.
  - Being aware of and able to positively influence staff morale.
- **Support** staff through coaching and mentoring to be outstanding practitioners.
- **Advise** SLT on staffing requirements, the deployment of Department staff (including technical support staff) and the timetabling of courses, classes and rooms.
- **Ensure** effective Department communication, both informally and through regular Departmental meetings.
- **Participate** in the appointment of Department staff where required.
- **Lead** the Department in the Performance Management and Professional Development of staff, appraising subject staff as agreed with the SLT.
- **Monitor, review and promote** subject staff development (including their own) and the induction of new colleagues, coordinating mentoring, training and support for all colleagues as appropriate.
- **Advise** on financial and resource needs of the subject(s) and manage relevant budgets.
- **Ensure** that both subject-specific and general requirements of Health and Safety policies are met, designating a member of the team to oversee this, to ensure efficient, safe, secure and attractive use of Departmental accommodation, equipment and materials.

8. General

- To carry out any such duties as may be reasonably requested.

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Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications

- Good Honours degree
- Level 7 Diploma in SPLD, or equivalent
- A NASENCO qualification, or equivalent, would be an advantage
- Evidence of further relevant professional development

Skills

- Have excellent leadership and management skills, with the ability to inspire, motivate and support pupils and colleagues
- Be able to implement systems and manage programmes
- Be competent in the use of ICT
- Be well organised with excellent communication skills
- Have the ability to forge links with parents, the wider community and local partnerships
- Have the ability to work on one's own initiative

Experience

- Evidence of successful, inspiring and innovative teaching
- Experience of leading and collaborating with colleagues
- Experience in the use of pupil monitoring and assessment

Knowledge

- Be passionate and knowledgeable about the learning process for different individuals and have a sound understanding of recent developments
- Have knowledge of, and commitment to, safeguarding and promoting the welfare of children and young people, and adhere to and comply with the School's Child Protection Policy statement at all times

Personal Qualities

- High levels of personal and professional integrity
- Ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- Personal presence and high standards of personal presentation
- Ability to communicate concisely and sensitively both orally and in writing to a variety of audiences
- Be able to relate well to adolescents and enjoy their company
- A team player with leadership qualities
- A reflective and flexible approach
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Supportive of the School's ethos
- High expectations for pupil attainment, personal development and conduct
- Commitment to professional development

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Application Details

Please apply online via the link on the TES or our School website

Closing date for Applications: **8:00am Thursday 11 March 2021**
Interviews to be held week commencing: **15 March 2021**

Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com

The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team

About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: www.surbitonhigh.com

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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.

United Learning
The best in everyone™

United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.