



## LANGLEY PARK SCHOOL FOR BOYS

South Eden Park Road Beckenham Kent BR3 3BP

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Acting Headteacher - Mr R Guy BA

### SEND TEAM LEADER / ADMINISTRATOR

**36 HOURS PER WEEK 8:00am – 3:45pm: 38 WEEKS A YEAR + Inset days as required**

**Salary NJS Grade 5 £ 22,722 (FTE £ 27,357)**

Closing Date: Monday 17<sup>th</sup> April 2023 at 3pm

Interviews: Week commencing Monday 24<sup>th</sup> April 2023

Langley Park School for Boys is seeking to employ an experienced and dynamic Team Leader & Administrator to undertake a diverse role supporting students with Special Educational Needs (SEND) within the Learning Support Department at LPSB.

The successful candidate will be a strong team player and proficient user of MS Office, they must have a positive attitude towards working with both students and staff and be highly motivated and committed to the schools' values.

The Team Leader & Administrator will be a leading member of a multi-disciplinary team within the Learning Support Department which supports students with a wide range of special educational needs specialising in Autistic Spectrum Disorder (ASD). The candidate will be under the supervision of the Learning Support Manager, SENCo Assistant and overall leadership of the SENCo.

We are a school which has a strong tradition in producing confident, articulate, intelligent and adaptable young people and we strive to raise standards even further in the future. The school is both ambitious and creative and will always be about much more than academics, we firmly believe in educating the whole child.

Ideally applicants will have a recognised qualification and/or experience of working with students who have a broad spectrum of learning difficulties including ASD. A minimum of GCE O Level/GCSE or equivalent pass in Maths and English is essential.

The Learning Support Department comprises of a large team of dedicated staff who work with students with a wide range of special educational needs. The school has a designated specialist provision, The Sunil Centre, for children on the autistic spectrum so would welcome any experience in this area but it is not essential as training will be provided.

We can offer:

- supportive senior management and departmental leadership
- a positive and friendly community with supportive colleagues
- full induction and training for new staff
- opportunities for continued personal development (CPD)
- a pleasant, modern working environment
- opportunities for additionally paid duties during the school day
- employee assistance programme to support general wellbeing
- free access to on-site fitness facilities
- free onsite car parking

For an application pack, please visit our website <https://www.lpsb.org.uk/>

Part of the Impact Multi Academy Trust

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Langley Park School for Boys is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. All appointments are subject to satisfactory references, Disclosure & Barring Service (DBS) Enhanced Disclosure Certificate and other checks.