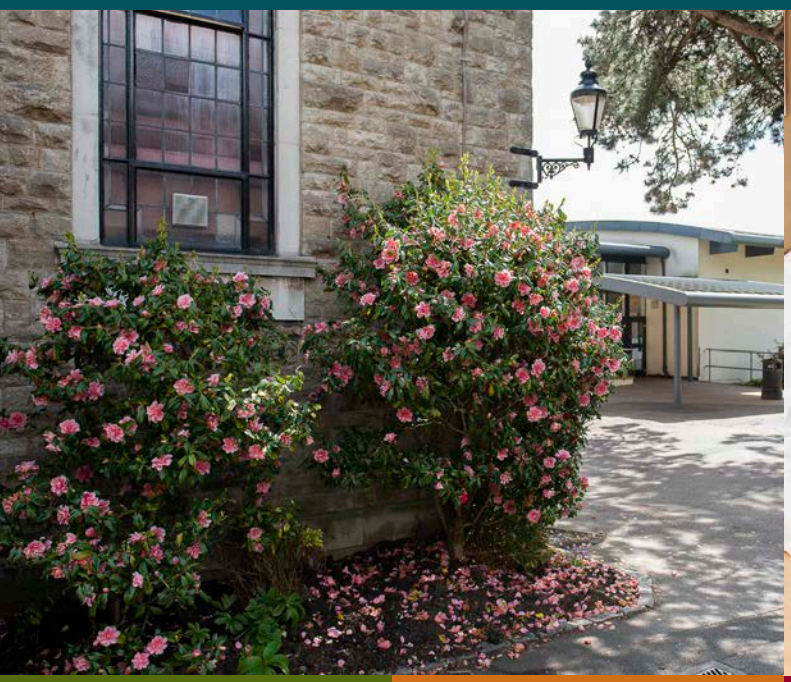
SEVENOAKS SCHOOL

JOB DESCRIPTION



Appointment of Director of Learning Support

From September 2020







The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 350 pupils board in the seven boarding houses, and students originate from some 40 countries worldwide.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the rare accolade of 'Exceptional' for its students' achievement. Sevenoaks was also the highest performing fully co-educational school, and the one with the largest cohort, in *The Sunday Times* Parent Power's top 50 fee-paying schools for the IB in 2015. In November 2017 we were, for the second time in 10 years, awarded *The Sunday Times* Independent School of the Year.

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has over 150 teaching staff, well supported by a large number of ancillary staff. A professional pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere.

The Campus

The school is situated in the Kent market town of Sevenoaks, and has a prime position at the top of the High Street. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train journey away. Gatwick International Airport is also only 30 minutes away, and there are good transport links to other London airports and the Channel Tunnel.

The school's first-class resources and facilities include a superb sports centre (The Sennocke Centre) opened in 2005. A state-of-the-art performing arts centre (The Space), which provides four outstanding venues for music and drama, was opened in 2010. In 2018 a Science & Technology Centre and a Sixth Form Global Study Centre opened followed by a new boarding house in 2019.



Teaching at Sevenoaks School

Teaching here is immensely rewarding: we work in high-performing teams towards a shared endeavour. Everyone appointed to teach at Sevenoaks School is expected to actively engage in all aspects of our broad and well-rounded education.

We want all our pupils to enjoy their subjects, to be inspired by their teachers and to become independent, lifelong learners. Teachers are enthusiastic and well-qualified graduates. We have an exceptionally lively, talented and committed staff body. We welcome applications from experienced teachers. All new staff undertake a comprehensive induction programme. Sevenoaks is committed to supporting its staff with training and professional development tailored to staff needs and interests.

All teachers are involved in proactive pastoral care. All teachers participate in the co-curriculum and, as our outreach activities expand, contribute to our work with local pupils and schools. Teachers at Sevenoaks are innovative and forward-thinking many are involved in the Institutes of Teaching & Learning, Higher Education & Professional Insight, and Service & Social Impact, shaping further development and initiatives for students and staff alike.

Curriculum

At every stage, we offer a broad, deep and integrated curriculum. Every pupil is encouraged to be curious, creative, critically aware, and to develop his or her passion and talent to the full. Life is fast-paced, dynamic, and expectations are high. At the same time, the school seeks to cultivate in its pupils the habit of reflecting on their learning, and on how they contribute to society more broadly. Ambitious and principled, confident and compassionate, our pupils are prepared for leadership and teamwork in the wider world.

Regular assemblies, tutor group meetings and a programme of talks help the social and emotional understanding in our pupils, and a long tradition of voluntary service and local and international charity projects advances a core set of values across the student body.

In order to support our ethos and aims, we have developed a number of Sevenoaks School Certificate courses (SSCs), which students take instead of GCSEs, in English Literature, the Expressive Arts and Technology. The SSCs (which are recognised by UCAS) give teachers the independence and creative scope to shape a richly satisfying curriculum. In Years 7-11 all students take courses in critical thinking developed by the school. The Middle School Diploma, launched in Year 9 in September 2017, recognises the learning that takes place both within and outside the classroom and seven core values: creativity, independent learning, critical thinking, international understanding, collaboration, self-awareness and social responsibility.



All of the 450-plus Sixth Form students pursue the International Baccalaureate Diploma, a programme the school has delivered for 40 years. The Diploma is the best preparation for university and for work in a world of global competition. Even more important, it genuinely develops a rich inner life in our students, opening their minds to connections and possibilities within and across the subject disciplines.

It is no surprise that our students leave Sevenoaks to study a wide range of courses in the UK and around the world. Each year all leaving students progress to the world's top universities, including up to 25% to Oxford and Cambridge, and 25 or more students to leading US and international universities. They do so with an enlarged capacity for independent thought and intellectual risk-taking, a strong appetite for learning, and equipped with the skills and personal qualities conducive to a happy and successful life.

The Learning Support Department

Sevenoaks is a highly selective school, and although there are currently around 100 students with difficulties on the Learning Support list including those with Dyslexia, Dyspraxia, ASD and ADHD, these difficulties are generally mild. The Learning Support Department works closely with the pastoral and academic teams to provide learning support for students with specific learning difficulties but also study skills more widely. The department also supports EAL students, although all students have a good working level of English. The Learning Support Department also operates on an open door policy to provide advice and help with a wide range of both academic and pastoral needs such as prioritising or anxiety management. There are currently 6 members of staff, two full time and four part time.

The Post

Working closely with the Academic and Pastoral Deputy Heads, the Director of Learning Support (SENCO) is responsible for the strategic delivery of Learning Support across the school. They will ensure all teaching staff are trained in supporting students in study skills. They are responsible for arranging screening of new students on entry for learning support needs, and meet prospective parents and students if there are particular SEND needs to discuss reasonable adjustments with Admissions staff and families.

The Director oversees the team in identifying and assessing individual needs, drawing up and implementing individual educational plans, and monitoring their effectiveness. They work with external agencies as required, and with the Exams Office to ensure appropriate accommodations are made for both internal and external exams. They will also be involved in working together with tutors and parents to support students. The Director will provide one to one support to some students.

The post is full-time, but it is envisaged that



the successful candidate will teach about 10 periods per fortnight (ppfs) of a curriculum subject and be an experienced teacher. The successful candidate will either have SENCO and assessment qualifications or a proven track record working in this area and a willingness to gain appropriate qualifications. Good interpersonal skills are essential. Knowledge of the IB is desirable but not necessary.

Information for applicants

Sevenoaks School has its own generous salary scale. Accommodation or relocation expenses may be available, and fee discounts for the children of members of staff are available (subject to the usual entry requirements). Further information about the school can be obtained from the school's website: www.sevenoaksschool.org, including more about working at Sevenoaks: www.sevenoaksschool.org/working-at-sevenoaks.

Applicants should complete the application form in full. Guidance for completion of the form is downloadable from our website. Note that Part 6 must show a complete history of employment, and should continue on a separate sheet of the application form if necessary. Please submit the completed application form, covering letter and CV by e-mail or post to:

The Human Resources Department
Sevenoaks School
Sevenoaks
Kent TN13 1HU

Tel: 01732 467740;
email: pa@sevenoaksschool.org.

Applications should be submitted by midday on **Wednesday 20 November**.

It is envisaged that interviews will take place from Monday 2 December, but may take place earlier. The school retains the right to interview suitable applicants and appoint before the deadline.

The post holder has a responsibility to promote and safeguard the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact, and will adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he or she must report any concerns to the school's Designated Child Protection Coordinator or to the Head.

Health & Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the School is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.