

Kitebrook Preparatory School is looking to recruit a SENCo Teacher to join their thriving LS department. Full-time position.

Job Title: SENCo and Head of Learning Support

Reporting to: Headteacher

Hours: This is a permanent position.

Salary & Remuneration: Competitive salary

### **The School**

Set in the idyllic Cotswolds, Kitebrook provides an outstanding all-round co-educational education where children are allowed to develop at their own pace in a happy and supportive environment that inspires self-confidence and a sense of independence.

### **Purpose of the Position**

To take responsibility for Kitebrook's Learning Support provision across all three sections of the school. During this time, you will ensure that effective learning support provision is continued and all relevant paperwork is completed in a thorough and efficient manner. You will work closely with SLT, the Learning Support department and all teaching staff to ensure the learning needs of pupils are being met and that inclusion continues to sit comfortably alongside aspiration and excellence.

The achievement of pupils with SEND or Additional Learning Needs (ALN) will require close monitoring and intervention as required. Working with the families of particular pupils is key, as will the implementation, coordination and organisation of exam access arrangements.

The newly appointed postholder will work collaboratively with the Assistant Head (Academic), Heads of Section and Heads of Department to develop a strategic overview for the provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision provided.

They will create and monitor the Learning Support Development plan, particularly with respect to provision for pupils with SEND together with emphasis on the support provided through provision mapping and planning, lead and manage SEND in accordance with the SEND Code of Practice.

Working closely with the Headmaster you will ensure that the SEND policy is put into practice, and that the objectives of this policy are reflected in the model operating within the school.

When requested you will provide professional guidance to colleagues, working closely with staff, parents and external agencies utilising data to create a provision plan for each child delivered and reviewed by the class teacher that meets the pupil's individual needs.

### **Teaching and learning**

Oversee screening and assessment procedures; collect and interpret, and communicate, appropriate specialist assessment data to inform practice.

Continue to work with all staff involved in pupil's learning and development to ensure effective ways of bridging barriers to learning through:

carrying out holistic and thorough needs assessments;

monitoring teaching quality and pupil achievement;

target setting;

ensuring support strategies that are disseminated to the relevant staff are appropriate and up to date;

using data in a meaningful way to track progress and also identify areas of potential need.

Work with SLT, LSAs, teaching staff, Heads of Section and Heads of Department to ensure all pupils' learning is of equal importance and that there are realistic expectations of pupils.

Consider the range of teaching strategies and resources that could be utilised for specific pupils and ensure the most effective are employed through the creation of a pupil focussed provision plan.

Support the identification and dissemination of the most effective teaching approaches for SEND pupils and those with ALN.

Undertake day-to-day coordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.

In liaison with SLT, undertake a regular review of diagnostic tools and procedures used for key assessments.

Work collaboratively with SLT to monitor and evaluate the success of the school's systems for identifying and meeting SEN pupils' needs.

Support the Assistant Head (Academic) to ensure exam access arrangements are in place for all internal assessments as well as public exams.

### **Leadership and management**

Maintain the Learning Support Department's positive profile to staff, pupils, parents and the wider community.

Provide professional guidance to staff to secure good teaching for SEND pupils/those with ALN, through the creation of provision plans.

Support the Assistant Head (Academic) with exam access arrangements and ensure all files are ready for inspection purposes.

Lead on the department timetable across all three sections of the school, ensuring the most effective deployment of the LSA team.

### **Communications**

Maintain the excellent relationships that exist amongst the Learning Support department – between staff and pupils.

Work closely with the admissions and marketing manager to ensure seamless admission into the school for those pupils who have needs that can be met in both the short and longer term.

Ensure communication of individual pupil assessments, effective teaching strategies and pupil progress to all appropriate staff and parents as required using a pupil focussed provision plan.

Create a two-way dialogue with school staff to ensure those with known SEND and ALN, and those with possible learning needs, are best supported.

Establish and maintain a productive dialogue with parents via parent consultations, open events and other public occasions as directed.

Act as a point of reference/contact point with regards to national regulations on arrangements for pupils in external tests and public examinations, ensuring that the requisite information is passed on to the Examinations Officer so that the appropriate access arrangements are in place.

Liaise with SLT/SENCOs/relevant staff in feeder/receiving schools to ensure the best interests of pupils are protected at key transition points.

Work closely with and maintain a directory of appropriate 'specialists' and outside agencies, able to provide local support, and liaise with these agencies effectively as appropriate.

### **Training and Development of self and others**

Advise on and contribute to the professional development of staff, including whole school INSET provision.

### **Other**

Provide termly updates on pupil progress through written reports

Develop and maintain good relations with parents through regular contact and communications; attend parents' evenings.

Attend departmental and whole school staff meetings.

Undertake and share continuing professional development to inform best practice.

To share in the responsibility of the pastoral care, well-being and discipline of all pupils at Kitebrook Preparatory.

To comply with, and adhere to, agreed whole school policies, as set out in the Staff Handbook.

To assist pupils with preparation of examinations.

Liaise effectively with other staff.

### **Work Environment**

The post holder will join a vibrant team offering a diverse skill set. A Chromebook is issued upon appointment to enable all duties to be fulfilled efficiently using the Google Platform, and protected time will be allocated on the timetable to ensure the successful completion of all aspects of the role. Meals included during the day.

### **Person Specification**

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Calm, child-centred approach with the ability to recognise the individual needs of every pupil.

Motivated, with high levels of initiative.

Organised and rigorous approach to work.

A positive attitude and growth mindset is essential.

Strong inter-personal skills; empathetic and flexible team player.

Show an understanding of neurodiversity.

Desire to learn and to continually improve practice.

*Kitebrook Preparatory School is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment would be subject to: references satisfactory to the Prep Schools Trust; enhanced Disclosure and Barring Service Check; proof of right to work/ live in the UK, and evidence of stated qualifications.*