

Head of Learning Support (starting September 2020)

Additional Information for Candidates

The Learning Support Department

We are seeking to appoint a fully qualified specialist, full-time teacher to join a thriving, collaborative Learning Support department. The person appointed should have high professional standards, enthusiasm, energy and a continuing passion for learning. The role is likely to involve teaching across the entire age range from 11-18 and an ability to support students in core subjects up to GCSE level, so an ability to respond to the needs of the students within the context of the secondary curriculum is required.

The suitably qualified teacher will provide Learning Support to students in all year groups (Years 6-13) and this will include some group teaching and in-class support as well as lessons with individuals. We currently have 17% of students on our SEND register and have four full-time and one part-time specialist dyslexia teachers with the same roles and duties as all teachers at Oakham. There is the possibility of some assessment work for a candidate with the necessary qualifications.

Difficulties with literacy and numeracy are addressed particularly with students in Years 7- 9 in small group provision, with study skills and curriculum support becoming an increasingly important element of the work as students move through the school. Individual lessons generally take place in Years 10-13. Broad based subject knowledge would be useful.

Oakham does not have, and does not intend to have, a special needs unit. The general aim is to provide specialist support in the context of the work which students are doing in their academic subjects. We are proud of our tradition of welcoming into the school, pupils with specific learning difficulties who have the ability to cope with our curriculum

Facilities

The Learning Support department is housed in a new, purpose-built suite of classrooms close to the English, Mathematics and Humanities departments, which provides a space for pupils who require additional support with their studies. In addition to the well-resourced Learning Support classrooms, students have their own study room, which offers a calm, quiet and purposeful atmosphere in which to work. Each member of the department has their own teaching office and we share a staff room with the EAL department.

Head of Learning Support role

Job Purpose

To fulfil the role of SENCo. To provide academic and professional leadership and support for a team of specialists, and to plan, implement and monitor the delivery of Learning Support at all levels.

Person Specification

The Head of Department should be a well-qualified, capable and enthusiastic Learning Support specialist, an approachable, supportive, inspiring leader, an imaginative innovator and a proficient administrator.

Line Management

The Head of Learning Support is responsible for all members of the department as well as any ancillary helpers.

The Head of Learning Support reports to the Deputy Head (Academic).

Main Duties

Responsibilities include:

Academic Management

- Developing and setting clear aims and objectives for the department
- Maintaining, developing and regularly reviewing departmental policies and practice
- Ensuring that clear and comprehensive schemes of work and handbooks are produced
- Monitoring and developing standards of teaching and learning within the department
- Maintaining a good working knowledge of developments in Learning Support
- Planning, implementing and administering new initiatives related to teaching in the department
- Chairing regular departmental meetings
- Managing the development and maintenance of the teaching and working environment in the department, ensuring that it is both safe and inspirational for teaching and learning
- Updating, maintaining and managing departmental resources (including teaching resources, books, stationery and so on)
- Managing the departmental budget, liaising with the Deputy Head (Academic) and the Finance Bursar
- Keeping departmental records

Examinations

- Liaising with the Examinations Office and exam boards
- Administering Access Arrangements for students for internal and external examinations
- Overseeing the setting and marking of the Jerwoods General Paper for new entrants

Personnel

- Organising the allocation of teaching
- Organising teaching sets
- Organising and overseeing cover or supply teaching in the department
- Managing the deployment of Learning Support teachers to other curriculum lessons in the support of students' learning
- Interviewing and advising on the appointment of new staff
- Overseeing the induction of NQTs and other new colleagues in the department
- Coordinating the professional development of teachers within the department, including the organisation of departmental INSET
- Participating in the appraisal of all teachers in the department
- Seeking to promote the welfare of departmental members

Other

- Liaising with teaching staff regarding the Learning Support needs of students, including the monitoring of individuals through IEPs
- Outlining the provision for Learning Support at Oakham as part of the induction programme for new staff
- Providing training sessions for NQT colleagues and PGCE students on Learning Support matters
- Advising SLT about issues relating to the teaching of the subject
- Liaising with parents about issues arising in or related to the department or the provision of Learning Support to students including, in conjunction with the Deputy Head (Academic), any complaints or concerns from parents
- Developing and maintaining links with external bodies relating to the delivery of Learning Support
- Working with the second in Department in managing liaison with parents and schools for prospective learning support pupils
- Overseeing literacy skills screening for students in Lower 1, Form 1 and Form 3
- Managing the assessment and advice to parents of students flagged up as possibly having a difficulty
- Overseeing the development and maintenance of departmental areas on the school website

Application and Interviews

Shortlisted candidates will be invited to spend a day at the school and to meet the Headmaster and members of the Senior Leadership Team, as well as colleagues in the Learning Support department

Candidates who wish to apply for this post should send their completed application form, covering letter and CV giving details of two referees, to:

Mr Henry Price,
Headmaster
Oakham School
Chapel Close
Oakham
Rutland, LE15 6DT

Either post your application to the address above or send via email to Jackie Pridmore (Senior Deputy Head's PA) at jp2@oakham.rutland.sch.uk.

Initial enquiries should be directed to Jackie Pridmore, Tel: 01572 758506.

Completing the fillable PDF application form:

If you are sending your application in this format, please complete the application form in Adobe. If you use Preview on a Mac for opening and completing the PDF form, it will corrupt the form and information may be lost. This may result in the school not receiving your complete application.

The closing date for applications is Friday 15 November at noon.

Interviews will be held on Friday 22 November.

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Enhanced Disclosure. Oakham School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at Oakham School. For further details, please visit the Disclosure & Barring website.