

**Candidate Information Pack
Appointment of Head of Learning Support
Permanent, Full-Time (with potential for some flexibility)
Start Date: September 2020**

Closing Date for Applications – Monday 24 February 2020 at 1pm



Front View of Main School Building

**Sir William Perkins's School
Guildford Road
Chertsey
Surrey KT16 9BN
T: 01932 574900
email: recruitment@swps.org.uk
www.swps.org.uk**

Contents

Page 3	Working at Sir William Perkins's School
Page 4	School Vision and Values
Page 5	The Position
Page 6	Person Specification
Page 7	Job Description
Page 8	Salary and Benefits
Page 9	Recruitment and Selection Process and Location





Working at Sir William Perkins's School

Sir William Perkins's School is a high-performing independent girls' school for approximately 600 students aged 11 – 18 years. The Head is both a member of HMC and GSA. It was founded in 1725 and is now on an attractive 12 acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.

The School has excellent facilities, having benefited from an extensive building and refurbishment programme including a new sixth form centre which opened in summer 2016. Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2016 recorded that all eight parts of the standard were met and our report in the Good Schools Guide 2016 describes our "Excellent Results achieved with a big dollop of humour, humanity and freedom of thought".

The October 2019 Inspection report said of the School community: "The quality of the pupils' academic and personal development is excellent. The pupils have high levels of attainment which are reflected in their performance in public examinations". They also commented that, "Pupils demonstrate strong self-knowledge, self-esteem, self-confidence, self-discipline and resilience, so that they are well prepared for the next stage of their lives."

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate about their own subjects, as well as understanding the importance of the breadth of the educational experience that we provide.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The governors are keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding teachers.

Further information about the School and our most recent inspection report can be accessed at www.swps.org.uk

Vision

Sir William Perkins's School builds confidence, integrity and excellence in a caring, innovative and happy community so that each student leaves having been given the best possible chance of achieving their full potential, taking with them sound values, a breadth of skills and knowledge, and ready to take on the world!

Academic success is our priority but education should be about far more than just top grades. We believe in educating the whole person and equipping our students to make their mark on the world. We encourage them to get involved in the many co-curricular activities on offer, to take every opportunity to develop their interests and creativity, their interpersonal, teamwork and leadership skills, to be forward-thinking, and to reach into the wider community.

Values

- Inspire excellence in academic standards
- Give the student the confidence to enjoy learning, the resilience to learn from mistakes and to cultivate good habits of work
- Help each student:
 - develop fully as an individual with integrity
 - refine creative and practical skills
 - gain the qualifications they need to embark on, and succeed in, their chosen career
 - think independently
 - be a confident, responsible and unselfish member of the community.



Atrium Coffee Bar

The Position

We are looking for an enthusiastic, well-qualified individual who is passionate about Learning Support and will carry on the excellent reports from ISI and JCQ. This position has become available as the current incumbent has announced that after almost 17 years they will be retiring at the end of this academic year.

This is a permanent, full-time position (with potential for some flexibility) starting in September 2020.

Learning Support is a well resourced department with all the necessary assessment material available. The Department consists of a part-time specialist teacher and a part-time EAL teacher. The ISI report in October 2019 stated that the students supported by Learning Support "achieve well as their individual needs are accurately identified by the Learning Support Department and effective support plans put in place. This is followed up by effective monitoring and review to ensure that teachers adapt their lessons to ensure that these pupils needs are met". The last JCQ inspection in May 2019 were impressed with record keeping, the teaching and access arrangements.

Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).



Ghana Partnership School Trip

Head of Learning Support - Person Specification

Qualifications and Experience

- Degree qualified
- Qualified teacher
- OCR Level 7 Diploma or equivalent or OCR Level 5 Diploma (willingness to train for Level 7). The APC qualification is essential.
- Experience working with children and young people with specific learning needs
- Familiarity with needs of students with learning differences would be an advantage, including Dyslexia, Dyscalculia, Organisational difficulties, ADHD, ADD, Autistic Spectrum Disorder, Mental Health issues etc.
- Familiarity with the current JCQ arrangements

Knowledge, skills and abilities

- Ability to inspire and motivate students
- Ability to relate effectively and to earn the confidence of colleagues, students and parents/carers
- Ability to lead and reward a team, manage a department and monitor provision
- Excellent organisational, time management and IT skills as this role involves report writing and a willingness to embrace the School's digital strategy
- Ability to use strategies that effectively support the School's policies and procedures, e.g. on safeguarding, SEND and EAL, health & safety, rewards and discipline, monitoring and tracking, etc.
- Strong verbal and written communication skills

Personal

- Commitment to the aims, ethos and objectives of the School
- Professional and with integrity
- Passion for working with students to enable them to reach their potential
- Good communicator
- Ability to exercise discretion and confidentiality
- Keen interest in all aspects of School life and happy to get involved
- Enjoyment of new challenges and experiences
- Adaptable and Reflective
- Kind and with a good sense of humour

Head of Learning Support - Job Description

Accountable to: Senior Teacher (who reports to the Head)

The Head of Learning Support is responsible for leading and managing the Learning Support Department and is responsible for delivering specialist advice and support for students and staff, including doing and interpreting assessments as appropriate. What follows is not necessarily a comprehensive definition. It may be subject to modification or amendment after consultation with the holder of the post.

- To be familiar with the Staff handbook and support all the School's policies
- To contribute to the development of school policies and practice related to Learning Support
- To monitor and evaluate the quality of teaching and learning within the department
- To produce, and ensure that the Departmental Handbook and Development Plan is updated annually, in relation to the School Development Plan
- To co-ordinate members of the Learning Support Department in delivering learning support to those who need it, including overseeing the production of weekly timetables of additional sessions for students
- To oversee the organisation of the Dyslexia screening of students in Year 7, 9 and new students, liaising with the Head of English as appropriate.
- To analyse the Dyslexia screening results and advise on strategies for teachers and students
- To carry out assessments when necessary and give advice on special exam arrangements
- To oversee that the SEND and EAL register is accurate and kept up-to-date
- To teach and support SEND and EAL students who need specialist support and to review teaching methods and resources regularly and adapting them to the needs of the student
- To oversee the monitoring of progress and achievement of students on the SEND and EAL register
- To liaise with staff re the progress and achievement of students on the SEND and EAL register
- To oversee the organisation and implementation of Education, Health Care (EHC) Plans, IEPs when appropriate, and Learning Profiles
- To ensure that the staff receive regular training and support on how to spot the signs and meet the needs of SEND and EAL students
- To follow up on referrals and concerns relating to SEND and EAL, hold review meetings and give advice, as appropriate
- To liaise with parents/carers, keeping them informed of the students progress and difficulties, agreeing a course of action as necessary
- To advise parents/carers and staff on how best to support those with SEND and EAL
- To liaise with the Examinations Officer and Pastoral Deputy Head to regarding all students with access arrangements
- To organise the access arrangements for those eligible for internal exams, as appropriate
- To organise the access arrangements or other considerations for those eligible for the School's Entrance Exams, as appropriate
- To liaise with external agencies and parents/carers of students with SEND and EAL, as appropriate
- To keep up to date with any legislation that affects the School with regards to Special Needs and inform the Senior Teacher and SLT of any implications for the School
- To do IEPs , Learning Profiles for all students on the SEND list, ensuring the IEPs, Learning profiles are distributed
- To write reports on the progress of students receiving specialist support as appropriate
- To attend Parent Information morning to answer queries
- To keep the Senior Teacher and Head informed about Learning Support developments and issues

- To be responsible for the academic, professional and personal development of all staff in the department including professional development review
- To ensure that material/displays are in place for Open Days and other school events
- To ensure that the School's Health and Safety Policy is implemented within the department.
- To attend parents evenings, open evenings, occasional Saturday events and other school functions as appropriate, and to ensure that other members of the department do likewise
- To be involved in the wider life of the school, supporting and initiating co-curricular activities in the department and the school, implementing relevant aspects of the School's Health & Safety policy and updated annually
- To undertake any reasonable task as directed by the Senior Leadership Team
- To strive for personal and professional development through active involvement in the School's professional development review system and performance management procedures
- To be committed to the safeguarding of children and young people



Mary Poppins School Production Spring 2019

Salary and Benefits

Sir William Perkins's School is a friendly, exciting and supportive place to work and we hope that you will want to join us. The school offers an attractive range of benefits as outlined below:

- Competitive Salary which recognises the qualifications, skills and experience of the candidate. The School has its own salary scale.
- Teachers' Pension Scheme for teaching staff and membership of group personal pension scheme (with life assurance) for non-teaching staff.
- 174 Teaching Days plus 4 INSET days per year.
- Defined process to apply for teaching salary thresholds.
- Free lunches, tea and coffee
- Free car parking on site
- Enhanced sickness and family friendly policies
- Free use of School Gym at specified times
- Strong tradition of on-going financial investment and development
- Opportunities to travel the world through domestic and international trips and tours.
- Library facilities open to all
- Staff Social Committee
- Warm welcome and an excellent staff room



New Staff Room and Kitchen Autumn 2017



Refurbished Staff Workroom Autumn 2017

Recruitment and Selection Process

Application

Your cover letter and application should be addressed to the Head, Mr C C Muller and are made by applying through the School's website at <https://swps.careers.eteach.com/>

If you would like to arrange to tour the School before making an application or if you have any questions then please contact Mrs H Wood, HR Manager on 01932 574955 or at recruitment@swps.org.uk

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date.

Closing Date for Applications is Monday 24 February 2020 at 1pm

Location

Full Details are available at <http://www.swps.org.uk/Location>

By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school.

By Rail

Chertsey Train Station is a two minute walk away from the school.



Sir William Perkins's School has an active Boat Club with excellent facilities