



Lingfield
COLLEGE

Nursery | Prep | Senior | Sixth Form

Lingfield College Recruitment Pack

Assistant SENDCo

www.lingfieldcollege.co.uk

Welcome

Welcome to Lingfield College, I am delighted that you have taken an interest in joining the team. It is a vibrant and stimulating place to work, where every individual has a vital and valued role to play in the School's ongoing success and future development.

Ours is an environment of respect and collaboration; staff and students work together with energy and commitment to achieve an enjoyable and diverse education as well as outstanding results. Our colleagues are equipped with the tools, support and continual professional training needed to succeed and flourish in their post. We invest heavily in the latest technology and we are continually improving and developing our facilities.

Working at Lingfield College is rewarding, and you will be joining a community of like-minded people where your colleagues become your friends.

Our campus of 40 acres is nestled in the Surrey countryside, surrounded by green fields and beautiful views; yet we are accessible, with the mainline Lingfield train station servicing the London Victoria/East Grinstead line only a ten-minute walk away.

We look forward to welcoming you.

Richard Bool, Headmaster



Our School

Lingfield College is a vibrant and successful all-through independent co-educational school for over 940 pupils aged 2–18 years. The school has a strong academic ethos. Results in recent years have been outstanding, and the curriculum is broad, relevant and innovative. There is a wealth of extra-curricular activities available, and the students are encouraged to make full use of them to develop their own individual strengths and personalities. We work alongside the pupils and their families as a connected and diverse community dedicated to a mutual goal of creating a happy learning environment for our pupils.

Our Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

Lingfield, Surrey

Lingfield College is set within a beautiful 40-acre campus located on the outskirts of Lingfield Village in Surrey and close to the borders of Sussex and Kent. It is a delightful place to live in, with the countryside on your doorstep but with vibrant towns and the coast all within reach.

It is also a convenient distance from both London and Brighton with easy transport links. The standard of living in the area is deemed attractive and sought after. Students and staff travel to the school from a wide area, from both rural and urban settings.



Our Educational Vision

A Lingfield education goes beyond the academic and that is something we pride ourselves on. Our innovative academic curriculum is underpinned by the development of skills, attributes and mind-sets that will help students find success in an increasingly unpredictable future, and support them in becoming effective learners. This approach is complemented and reinforced by our wide-ranging co-curricular and pastoral programmes, and aims to prepare students to flourish in a rapidly changing world. The skills, attributes and mind-sets have been carefully chosen and given formal Lingfield College definitions so that all staff, students and parents can share in the collective vision.



INTEGRITY



COMPASSION



SELF DIRECTION



RESILIENCE



PHILOSOPHICAL THINKING



CRITICAL THINKING



INTELLECTUAL
CURIOSITY



PROBLEM
SOLVING



CREATIVITY



COMMUNICATION



COLLABORATION



DIGITAL LITERACY



Job Description

The Role :	Assistant SENDCo
Reporting to :	Senior School SENDCo
Hours :	Full time, term time only Monday - 8.00am to 5.00pm, Tuesday to Friday - 8.00am to 4.00pm

The Post

The Assistant SENDCo will work under the guidance of the SENDCo to:

- Assist the SENDCo in managing the provision for students identified as having Special Educational Needs or Disabilities (SEND) or other learning support, including the implementation of an inclusive curriculum.
- Manage resources for Special Needs and Learning Support and ensure they are used efficiently, effectively, and safely.
- Develop curriculum resources to ensure that students identified with additional learning needs have the required levels of support.
- Support learning of students as allocated by the SENDCo, including working with the SENDCo to develop and implement intervention and support groups.
- Manage and maintain student passports.
- Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes, modifying and adapting activities as necessary under the direction and supervision of the SENDCo/class teacher.
- Liaise with staff and other relevant professionals to provide and share information about students as appropriate, including information on the choice of appropriate teaching and learning methods to meet their needs.
- Supervise whole classes occasionally during the short-term absence of teachers.
- Provide support for students and teachers in order to raise standards of achievement for all students (e.g. SEN, EAL, Scholars, or other underachieving groups), by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes.
- Encourage students to become independent learners, provide support for their welfare, and support the inclusion of students in all aspects of school life.

General Responsibilities

SEND

- Liaise with relevant outside agencies to ensure that individual student needs are met effectively and that the requirements of EHCPs are fully met.
- Ensure accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- Use data effectively to identify students who are seriously underachieving and where necessary, create and implement effective plans of action to support those students.
- Work with the SENDCo to promote an inclusive curriculum.
- Deputise for the SENDCo in matters relating to SEND.

Planning

- Prepare individual and small group lesson plans for interventions.
- Develop and prepare resources for learning activities as defined by lesson plans and student need, as well as contribute to the planning of opportunities for students to learn in out-of-school contexts in line with school policies.
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.

Teaching and Learning

- Adhere to lesson plans and Schemes of Work as formulated by the SENDCo/teacher and within an agreed system of supervision, including teaching whole groups.
- Assist students with planned activities by organising and safely managing the appropriate learning environment and resources.
- Support individuals and small groups of students, including delivering Literacy/Maths/Study Skills support lessons to groups of students.
- Develop a special relationship of trust and respect with students, always ready to respond, advise, support, encourage, promote and reinforce students' self-esteem and independence by employing strategies to recognise and reward achievement of self-reliance.
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
- In agreement with the SENDCo, assist with routine and straightforward marking (e.g. for interventions taught).
- Run specialist groups for students with social communication or anger management problems.
- Organise and monitor student clinics for study support.

Monitoring and assessment

- Monitor students' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Support the SENDCo with reporting students' progress and achievements at parents' meetings which are usually held outside school hours.
- Invigilate exams and tests which may also include scribing or reading for a student.
- Assist with organising the School's access arrangements (Form 8s and file notes) for students with SEND so that they receive appropriate support during mocks and public exams.
- Assist with screening of all new entrants to the School for additional learning needs.
- Assess, record and report on development, progress and attainment of the students they are supporting.
- Support the process of access arrangements in liaison with the SENDCo and the Examinations Officer.

Mentoring and staff development

- Show a commitment to the appraisal process and self-development.
- Support and guide other less experienced teaching assistants' work in the classroom, when required, and lead training for other teaching assistants.
- Direct and support the Learning Support Assistants in liaison with the SENDCo.
- Support meetings of Learning Support staff, by communicating information to staff and co-ordinating resulting action.
- Offer advice and support to teaching staff in providing a quality first teaching approach, under the direction of the SENDCo.

Other

- Share in the team work and life of the whole School.
- Demonstrate a commitment to the School.
- Supervise children at set times during the week, according to the Duty Rota.
- Undertake general admin duties, such as filing, sticking work in books, photocopying, laminating resources, assisting with display boards, mounting work etc.
- Provide specialist support to students.
- Contribute to transition arrangements for students with special educational needs or disabilities.
- Work with the SENDCo and SEND Administrator to ensure that all reviews are organized and run smoothly.
- Contribute to meetings with parents/carers to provide constructive feedback on student progress/attainment.
- Partake in clubs and supervision duties at break, lunchtime and before/after school as required by the SENDCo and Deputy Heads.

Person Specification

Qualifications

- Level 4 Higher Level Teaching Assistant qualification or equivalent
- Teaching qualification is desirable but not essential.
- Good general standard of education, including Maths and English at GCSE level or equivalent.

Knowledge, skills and experience

- Knowledge and understanding of learning differences and those with additional learning needs.
- Experience of planning, preparing and delivering successful learning activities to groups and classes
- Experience of assessing student learning, maintaining records and producing reports as necessary
- Special needs experience or willing to take part in training if required.
- Good time keeping and punctuality.
- Positive attitude to change and to the importance of creating a good team atmosphere.
- Be able to use ICT knowledge and skills in the learning environment.
- Be able to work on own initiative.
- Be enthusiastic and hardworking.
- Be friendly yet authoritative with the students.
- Be positive, enthusiastic, motivated and provide a fun and stimulating environment for the students to develop in.

Personal Qualities

- Excellent organisational and record keeping skills.
- Excellent communication skills, with children, colleagues and parents/carers.
- Patience, reliability and trustworthiness.
- Positive approach to inclusive practice, with children and colleagues.
- Able to work as part of a team.
- Positive approach to learning and gaining new skills through teamwork and training opportunities.
- Flexible approach to work and able to occasionally amend working hours to meet the needs of the job.

Terms and Conditions

Salary: Competitive starting salary discussed at interview

Hours of Work: Full time (8.00am to 5.00pm Monday, 8.00am to 4.00pm Tuesday to Friday), term time only.

Pension: Nest Pension Scheme

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level or responsibility entailed.

The Process

Please complete an application form to and return it to the HR Manager, Lingfield College, St Piers Lane, Lingfield, Surrey, RH7 6PN or email hr@lingfieldcollege.co.uk



hr@lingfieldcollege.co.uk

By email



HR Manager,
Lingfield College, St Piers Lane,
Lingfield, Surrey. RH7 6PN

By post

Closing date:

Applications should arrive no later than 9.00 am on Friday 24th March 2023. Interviews are planned for week commencing 27th March 2023.

We will consider applications as they are received and therefore reserve the right to close the vacancy earlier than the date stated should we successfully appoint to this role.

Lingfield College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check via the Disclosure and Barring Service. At Lingfield College we uphold fundamental British values and expect all employees to do the same. Lingfield College is an Equal Opportunities Employer.