



HAZLEGROVE PREPARATORY SCHOOL

Head of Learning Support (for September 2021)

INTRODUCTION

Hazlegrove is a thriving South West Co-Educational Pre-Prep and Prep School. Pupil roll is 340 with over 90 full boarders and 250-day children. Based around an 18th century house and set in 200 acres of parkland, the school enjoys outstanding facilities. Around 20 staff live on site.

The Inspection Report (September 2015) judged the school to be excellent in all areas and the Regulatory Compliance Inspection Report (September 2018) judged the school to have met all the standards for Independent Schools, Boarding Schools and EYFS. Hazlegrove is also accredited as a CReSTeD School by the Council for the Registration of Schools Teaching Dyslexic Pupils and undergoes inspection every 3 years to maintain this status.

The school is committed to continued improvement, to outstanding teaching and to a structured and supportive environment with the belief that learning is best achieved when pupils feel understood, happy, and safe.

ROLE DETAILS

The school is seeking to appoint a well-qualified Head of Learning Support. This post would suit either an existing Head of Learning Support or SENCo, or a suitably experienced Learning Support teacher to lead a department of four in a dedicated Learning Support Unit. The ideal candidate should have Diploma in teaching children with specific learning difficulties and must be able to fully assess children to establish the support they might need.

The post is available as part-time for either three or four days a week. (Please indicate your preference on your letter of application).

Directly responsible to the Director of Studies and a key Head of Department, the postholder works with all academic departments to ensure the most supportive learning environment for children with specific needs.

JOB DESCRIPTION

<u>Title of post:</u>	Head of Learning Support
<u>Relationships:</u>	The postholder reports directly to the Director of Studies
<u>Fundamental Task:</u>	To oversee the day-to-day operation of the Learning Support Unit (LSU) and the assessment of current and prospective pupils. This includes teaching and administrative work.

Leadership and Management

- To foster close liaison with all departments, staff, nurses, matrons, house staff, teachers, Director of Studies, and tutors in order to provide support to all pupils in need, with the minimum of disruption to their normal routine.
- To ensure that every LSU pupil receives sufficient support both in and outside the unit in order to achieve a smooth passage through the school.
- To have a general awareness of all pupils throughout the school whether or not they are actively taught in the unit. This includes monitoring past LSU pupils and looking out for vulnerable pupils. This may involve observation and support of pupils in class.
- To allocate pupils to Learning Support staff.
- To assess prospective pupils and to carry out diagnostic assessments for specific needs.
- To liaise and organise with external agencies; and to follow up and implement their recommendations and liaise with parents and staff.
- To assess pupils at the request of staff when expected progress is not being made. (Part of the Assess-Plan-Do-Review system).
- To control the annual budget and to supervise spending.
- To co-ordinate routine testing and to ensure records are up to date. To hold departmental meetings.
- To liaise closely with the Director of Studies.
- To liaise with children's parents about progress
- To ensure suitable exam arrangements are in place for those pupils unable to cope with the usual procedures, or who require extra time. This involves testing and maintaining records.
- To carry out specialised, individual teaching.
- To make staff aware of the Educational Psychologist's recommendations and to make classroom recommendations, including summary of Ed. Psych reports.
- To regularly liaise with staff and observe teaching and activities in the school to ensure high quality teaching of all children.
- To help ensure the LSU teachers' IT skills are high quality in order to support the children in their learning.
- To ensure all information on special needs pupils is disseminated throughout the school and a booklet is produced to summarise the needs of relevant pupils.
- To support colleagues and cascade any new learning and resources.
- To participate in training days and share new teaching ideas.
- To assess, write up and feed back on all prospective pupils.

- To complete Forces funding forms when requested by parents.
- To liaise with the Pre-Prep regularly

Teaching and Learning (for all teachers in the Learning Support Unit)

- To provide specialist teaching; either individually, in small groups, or in class, in response to identified needs. Teaching will be multi- sensory using small steps, cumulative and with plenty of opportunity for overlearning.
- To help classroom teachers to identify and make provision, through normal classroom differentiation and support, for children with SEN throughout the whole school.
- To review Pupil Passports and seek and respond to children themselves at all stages.
- To plan and implement interventions following the advice of Outside Agencies.
- To maintain SEN records so that they are readily accessible to staff. Provide information on all children with SEN to all members of staff who may be involved with them through the ISAMs system, copies of reports, the Handbook, information on the LSU computer site, staff briefings, on the Teams site.
- To liaise with parents at all stages and involve them in decision making and information.
- To monitor progress through twice yearly screening test of Literacy skills. Class Maths results are tracked too. Exam results are also tracked.
- To establish views of the children themselves at all stages.
- To carry out specialist assessments on any child who is a cause for concern and contact specific outside agencies to intervene if necessary.
- Keep up to date with the latest information on Special Needs through reading journals, attending conferences and training days.
- Give advice to Head of Learning Support and Officer in charge of examinations about children who need dispensations for examinations.
- Ensure smooth transition to senior schools by liaising and providing information to prospective new schools. Visits to new schools are also made regularly to inform the Head of Learning Support about certain pupils.
- To develop knowledge of IT skills which will benefit pupils.

Whilst these are the main tasks, there is flexibility in the role to discuss responsibilities with candidates further at interview.

FURTHER INFORMATION

Vetting checks	Hazlegrove is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service (DBS).
Hours of Work	This is a and you are expected to complete the hours required to deliver the role effectively.
Salary	Salary will be paid according to the Hazlegrove pay scale.
Lunch	When catering services are in operation, lunch is provided.
Parking	Free parking normally available for staff on the site.

SAFEGUARDING THE WELFARE OF CHILDREN

Hazlegrove School is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff at Hazlegrove are expected to understand and follow all these policies and procedures as part of their professional responsibilities.

During the interview process, candidates should expect to be questioned about issues that are relevant to safeguarding children. Candidates should also be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been the subject of any child protection concerns.

APPLICATION PROCESS

Letters of application, curriculum vitae and completed application form should be sent to the HR Department; recruitment@hazlegrove.co.uk by **12 noon on March 5, 2021**.

Should you require any further information or would like to discuss your application, please call, Karen Roach HR Assistant on 01749 814316.

Thank you for your interest in working at our School.

Mark White
Headmaster
February 2021