

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



Head of Prep Learning Support

Employment Status	Full time • Permanent
Employment Location	Framlingham College Prep School
Closing Date for Applications	Midday Wednesday 23rd April
Interviews	Tuesday 29th April

IMPORTANT INFORMATION

Framlingham College 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 the Disclosure and Barring Service.

framlinghamcollege.co.uk/employment

Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Head

Dear Applicant,

Thank you for your interest in the position of Head of Prep Learning Support at Framlingham College.

We are Framlingham College Prep School, a co-educational day and boarding school (2 – 13) found in the most outstanding rural location in Suffolk. Lots of schools say such a thing, but it would be a challenge to find a more picturesque rural setting for children to grow up in. We are set on a historic estate in the countryside a few miles away from Framlingham College Senior School, so we look and feel like a stand-alone independent prep school, but we are a through school to Framlingham College Senior School.

We are known as a school which adapts and responds to the individual child. We accept them for who they are, find out what makes them tick and encourage them to try new things, be ambitious, and find their passions.

The education on offer here is outstanding and requires energy and optimism from our staff. It is a friendly and stimulating environment to work in within a really supportive community.

We are seeking to appoint an engaging, inspirational and experienced teacher to lead our Learning Support Department from September 2025. The Learning Support Centre is located in the heart of the school and its team of specialists aim to support our pupils in a variety of ways depending on their individual needs. Whilst our preference is for this appointment to commence in September, we would consider a January start for the right candidate. This role should provide an exciting opportunity for the right candidate to lead a fine department in a forward-looking and inspirational environment.

A willingness to make a full contribution to life in this busy boarding school is essential. We will offer you extensive ongoing CPD opportunities and a highly supportive working environment as well as a range of other staff benefits.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made. We welcome all applicants especially from independent thinkers, creative minds and inspirational people and very much look forward to receiving your application.

Simon Roche
HEAD OF THE PREP SCHOOL, FRAMLINGHAM COLLEGE

How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information.

Applications should be received no later than Midday Wednesday 23rd April.

Please send your cover letter and completed application form to: The HR Department,
**Framlingham College, College Road,
Framlingham, Suffolk. IP13 9EY. You can also**
email your application to:
hr@framlinghamcollege.co.uk

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

Job Information

Reports To

Head of Prep School

Job Location

Framlingham College Prep School (FCPS)

Job Description

JOB PURPOSE

The Head of Learning Support at the Prep School will work closely with the Head of Academic Support at the Senior School to ensure consistency of approach across the College. Under the direction of the Head of the Prep School, the post holder will:

- Lead and manage the Learning Support department.
- Line manage the day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- Contribute to the strategic development of [LN1] special educational needs (SEN) policy and provision in the school, working with the SENCO at the Senior School and the College SLT.
- Working with the SENCO at the Senior School maintain a strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability.
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP).
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.

Operational Considerations:

- Maintain an accurate SEND register and provision map.
- Provide guidance to colleagues on teaching pupils with SEN or a disability and advise on the graduated approach to SEN support.
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment.
- Work with other schools, educational psychologists, health and social care professionals, and other external agencies where appropriate.
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for pupils with SEN or a disability.
- Implement and lead intervention groups for pupils with SEN and evaluate their effectiveness.

Support for pupils with SEN or a disability:

- Identify a pupil's SEN.
- Co-ordinate provision that meets the pupil's needs, and monitor its effectiveness.



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- Secure relevant services for the pupil.
- Ensure records are maintained and kept up to date.
- Review the education, health and care plan (EHCP) with parents or carers and the pupil
- Communicate regularly with parents or carers.
- Ensure if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil.
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.
- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability.

Examinations:

- To liaise with the SENCO at the Senior School to ensure access arrangements are in line with those set by JCQ
- To create and maintain examinations spreadsheets for pupils with access arrangements for both internal and external examinations
- To liaise with the exams office to ensure smooth operation of internal and external examinations.

Leadership & Management:

- Work with the Principal, Head of the Prep School and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Working with the Senior School SENCO, prepare and review information the governing board is required to publish.
- Contribute to the College Development plan and College policy.
- Identify training needs for staff and how to meet these needs.
- Lead INSET for staff.
- Share procedural information, such as the school's SEN policy.
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability.
- Liaise regularly with the Senior School SENCO
- Lead and manage teaching assistants (TAs) working with pupils with SEN or a disability.
- Lead staff appraisals and produce appraisal reports for members of the Learning Support team.
- Review staff performance on an ongoing basis.

Additional Responsibilities:

- Contribute to wider school life including pastoral and co-curricular responsibilities. This can include, but is not limited to activities, duties, the IGNITE programme and school trips)

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

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Person Specification

E = Essential • D = Desirable

QUALIFICATIONS

Qualifications relevant to the post	E
Qualification to carry out Access Arrangement Assessments	D

PROFESSIONAL COMPETENCIES & SKILLS

Possessing excellent and effective classroom management skills	E
Strong knowledge of numeracy, language and literacy acquisition	E
Strong knowledge of teaching and learning in relation to special educational needs	E
Strong knowledge of appropriate screening and diagnostic assessment tools	E
Thorough knowledge of legislation relating to SEND, including the Code of Practice	E
Knowledge of behaviour management strategies	E
An inspirational teacher	E
A high level of IT Literacy	E
Relevant and recent INSET	E
Knowledge of current curriculum developments	D

PROFESSIONAL EXPERIENCE

Understanding of importance of maintaining appropriate documentation	E
Experience of teaching secondary age students with special educational needs	E
Experience of drawing up and implementing Individual Education Plans	E
Experience of integrating students with moderate learning difficulties into mainstream education	E

Person Specification

E = Essential • D = Desirable

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PERSONAL ATTRIBUTES

A passion for teaching	E
Good interpersonal skills	E
Ability to lead, motivate and manage others	E
Effective organisational and management skills	E
Ability to prioritise, plan, monitor and evaluate	E
Enthusiasm for being involved in the life of a busy boarding school	E
Motivation to take the subject and department forward and to introduce initiatives	E

SAFEGUARDING CHILDREN

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	E

VALUES

Passion and belief in the transformational benefits of the College's aims and vision	E
A clear commitment to delivering best practice in safeguarding	E
Values and promotes diversity and inclusion	E



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast – embracing Aldeburgh and Southwold, amongst many other seaside locations – Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.