



# CANDIDATE INFORMATION PACK

## Second in Learning Support (0.5 FTE)

*To start as soon as possible*

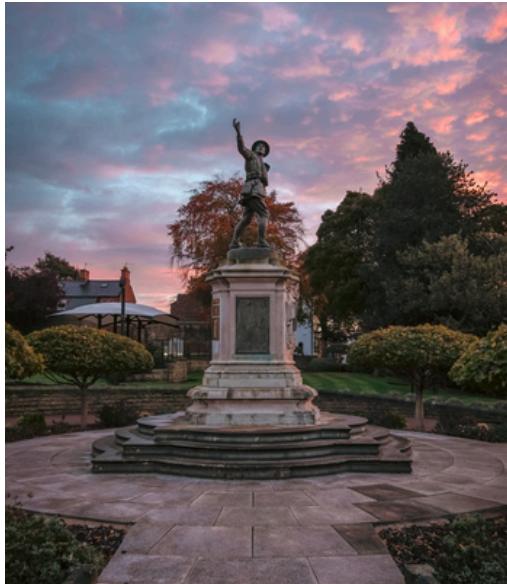


## COME AND JOIN US!

Nottingham High School has a vacancy for a **Second in Learning Support** to join the schools Wellbeing department. This is a 0.5 FTE Term Time only. We are flexible in terms of how the 0.5FTE is completed across the working week.

Completed application forms should be sent electronically to [jobs@nottinghamhigh.co.uk](mailto:jobs@nottinghamhigh.co.uk) no later than **9am on Friday 20th February 2026**, with interviews to take place shortly thereafter.





# THE SCHOOL

Nottingham High School is not your average School. We have a very strong academic reputation and achieved the best examination results in the region last summer. We won the Independent Secondary School of the Year in the East Midlands for Academic Excellence 2026, were named the Independent Secondary School of the Year in the East Midlands 2026, East Midlands Independent Secondary School of the Decade by the Sunday Times School Guide 2021 and ranked first for academic results in the East Midlands by the Sunday Times Independent Schools Guide in 2025.

The High School is an independent day school (HMC) for boys and girls aged 3 to 18. Our Junior School, Senior School and Sixth Form are based on-site at Waverley Mount and our Infant School and Squirrels Nursery are based across the road at Lovell House.

## VIRTUAL TOUR

Take a look inside our Schools!

[Squirrels nursery tour](#)

[Infant School tour](#)

[Junior School tour](#)

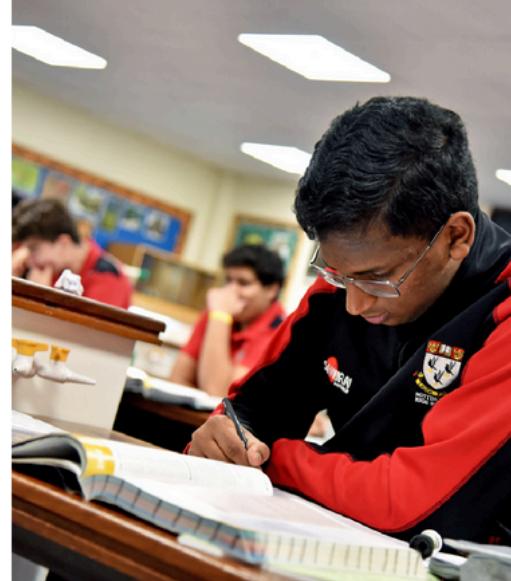
[Senior School & Sixth Form tour](#)





# The Learning Support Department

Located within our impressive Wellbeing Centre, which opened in 2024, the Learning Support Department works closely with students, parents and teachers at the Senior School. We take a proactive, tailored approach to supporting pupils with SEND, from Year 7 through to the Sixth Form and beyond. The department is led by our Head of Learning Support (SENCO), whose work is ably supported by two part-time colleagues working to support pupils in addition to their subject teaching.



# THE ROLE

Nottingham High School is now seeking a passionate and dedicated Second in Learning Support (Senior School) to support all aspects of our Special Educational Needs provision across Key Stages 3, 4 and 5. This is an exciting opportunity to work alongside our Head of Learning Support to ensure that our students receive the support they need to thrive academically, socially and emotionally.

This role could suit a secondary school teacher looking to step outside of their subject specialism, or alternatively a teacher looking to move away from teaching and to focus their career within SEND. Conversely it may appeal to someone who has previous experience of SEND at a secondary level and now seeks further responsibility before potentially making the move towards becoming a SENCO.

## Key Responsibilities

- To assist the Head of Learning Support with the day-to-day operation of SEND provision throughout the Senior School
- To support the identification of students with SEND and to ensure that appropriate interventions and support plans are in place.
- Alongside the Head of Learning Support, to coordinate and monitor the delivery of targeted interventions and support strategies and to work with other pastoral members of staff as required to support students to achieve their full learning potential.
- To maintain accurate records of students with SEND
- To support with student review meetings alongside the Learning Support Teachers and Head of Learning support
- To meet with parents as required to discuss pupil progress, results of assessments and to liaise with external agencies
- To deputise for the Head of Learning Support regarding the School's adherence to JCQ regulations at all times
- To provide advice to Sixth Form students regarding applications for Disabled Students' Allowance (DSA)
- To support students to ensure the successful transition of pupils with SEND particularly in Years 7, 10 and 12.
- To contribute to staff training and development around inclusive teaching practices and SEND awareness and to promote a culture of high expectations and inclusion across the school.
- To be a visible and active presence out and about in classrooms, undertaking pupil pursuits and observations to ensure the highest quality of provision for pupils with SEND at all times.
- To work closely with the Head of Learning Support and to deputise for them, and to undertake any duties as reasonably required by the Headmaster.

You will report and work closely to the Head of Learning Support. The post includes Inset days and GCSE/A Level results days.



# THE PERSON

The ideal candidate will have a passion for helping students and the confidence and ability to work effectively with parents and staff. We are seeking candidates with experience of working with young people with SEND and a good working knowledge of the regulations surrounding examination access arrangements.

We welcome applications from a wide range of backgrounds. The school will support the successful candidate with excellent CPD opportunities to help them to grow in confidence and expertise in the role. The ideal candidate will either already hold, or be willing to undertake a Level 7 qualification in SEND as required by the JCQ to enable them to undertake this position.

## Essential:

- Grade 5-9 or equivalent in Maths and English GCSE and 'A Level' qualifications or equivalent Degree Qualifications of working with SEND students.
- Experience of working with students with SEND in education.
- Strong understanding of the SEND Code of Practice and the Equality Act. A good working knowledge of JCQ regulations in relation to examination access arrangements.
- Excellent communication skills (both written and verbally)
- Collegiate, with the ability to develop excellent working relationships with students, parents and colleagues.
- Ability to provide learning support to students from Year 7-13.
- Excellent administrative and organisational skills.
- Good IT skills.
- Good understanding of safeguarding.
- Ability to prioritise workload and work well under pressure.
- A genuine enthusiasm for supporting young people with additional needs and a deep-seated belief in inclusive education, and the potential of all students.
- A positive approach to problem solving and the ability to show resilience when dealing with complex cases.
- Being able to handle sensitive student and family information with confidentiality.
- A strong team player.
- Motivated to continue to develop professionally through additional training where appropriate.
- Works with integrity. Honest and trustworthy.
- Uploads the school values of excellence, curiosity, individuality, respect and empathy.

## Desirable:

- Level 7 qualification in SEND, or a willingness to work towards this.
- Secondary teaching experience.
- An understanding of exam arrangements.
- Experience in leading interventions.
- Experience of working with external agencies.
- Knowledge of local authority and external agencies process re: SEND support.
- Knowledge of supporting EAL students.



## SAFEGUARDING

**Child Protection** Nottingham High School is committed to doing all it can to ensure the safety and wellbeing of its students.

All adults who work at the School must recognise that there is an absolute duty to respond to any issues that are brought to their notice and as such, this post is subject to an enhanced DBS check. The post holder's responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times. Any safeguarding concerns must be reported to the School's Designated Senior Lead.

Mandatory training in safeguarding children is given to new members of staff.

All posts in School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

As a part of our pre-employment checks, your past and current employers will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although a current employer may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons.

## BENEFITS OF SERVICE

### Professional Development

The High School believes in, supports and resources an extensive system of continuing professional development and all teachers and non-teaching staff participate in it throughout their careers. The School has developed an Appraisal Scheme for all staff. Each member of staff has a Line Manager with whom they have Professional Review or appraisal meetings for their individual personal development. In this case, the Head of Department is the line manager.

### Working Environment

This is an enjoyable and stimulating place to work. We offer a wide and varied range of staff benefits including free refreshments and school lunch during term time. When permitted under Covid guidelines, staff organise a series of social events during the year including an annual Christmas event. Many of the facilities of the School are open to staff and their families, including the gym and swimming pool.

Eligible employees who have children in the School currently benefit from some remission of fees in accordance with School policy, at the discretion of the Governors.

### Living in Nottingham

Good quality housing in Nottinghamshire and the surrounding counties is affordable and as a result many of our staff have a good choice of areas to live in and experience a good quality of life. Most live within a twenty-minute commute of school. There are many attractive villages surrounding the city as well as good quality housing in the city. In the centre there has been considerable development of high-quality apartments.

The School is well served by public transport and is on the tram network. In addition, there is car parking available on site.



## HOW TO APPLY

### **The Application**

Candidates should either complete the documentation on TES.com and submit via that platform or visit the School website complete the School's application form electronically and email this to [jobs@nottinghamhigh.co.uk](mailto:jobs@nottinghamhigh.co.uk). Applications will only be considered from candidates completing the form in full. We will acknowledge receipt.

Before interview, we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

### **Equal Opportunities**

Nottingham High School seeks to recruit individuals of the highest calibre. We welcome applications from all sections of the community.

The High School recognises its responsibility to treat equally each person who comes into contact with the School. All members of the School are equally valued so that they can develop a sense of self-esteem. No-one is discriminated against because of actual or imagined differences.

This policy applies to both staff and students, and it is the responsibility of all staff to promote practices which overcome prejudice in our society.

The School is committed to Diversity and Inclusion. Our statement on this can be [found here](#) on the School website.

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## INVITATION TO INTERVIEW

### Interviews

It is intended that initial screening interviews will be held remotely this half-term, with on-site interviews taking place shortly thereafter.

At interview all candidates must bring with them or be able to show certificates confirming any education and professional qualifications that are necessary and relevant to the post. Where originals or certified copies are not available, candidates must provide written confirmation from the relevant awarding body.

In addition, all candidates need to show their birth certificate & valid passport to confirm their identity. Originals of these documents are required, we cannot accept photocopies. If you are being interviewed online a member of the HR team will ask to see your documents on screen before your interview starts.

**Pre-employment checks** Any offer of employment will be conditional upon:

- receipt of satisfactory references
- verification of identity and qualifications, including successful completion of statutory induction and QTS for teaching staff (applies to those who obtained QTS after 7 May 1999)
- evidence of the right to work in the UK
- a Barred List check and a check of the list of individuals prohibited from teaching
- a satisfactory Enhanced DBS disclosure (original certificate must be shown to HR) and a Staff Suitability Self-declaration
- where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period