



# SURBITON

HIGH SCHOOL

## Job Description

<b>Job Title:</b>	<b>Head of Learning Support (SENCO)</b>
<b>Job Purpose:</b>	To oversee Learning Support provision from Year 7 - 13
<b>Reporting Line:</b>	SLT
<b>Start Date:</b>	September 2022
<b>Tenure:</b>	Permanent, Full-Time
<b>Salary:</b>	United Learning Pay Structure, plus TLR

The Learning Support Department at Surbiton High School is an approachable and friendly department consisting currently of 12 members of staff, several whom work part-time and some of whom who also work across our Girls' Prep and/or Boys' Prep Schools. We currently have 199 Senior School pupils on the learning support register with a range of Specific Learning Difficulties, dyslexia being the most widely represented. We currently have 2 senior school pupils on an EHCP.

This thriving department is based in a dedicated, large learning space and pupils come to the department for their Learning Support lessons; we do not use Teaching Assistants. We teach pupils one-to-one, in pairs, or in small groups, depending on need. Pupils attend before-school sessions, at breaks and lunchtimes, after school and during private study periods or in place of another lesson that they may have dropped, such as a language. It is a forward-looking department dedicated to ensuring pupils meet their potential and overcome barriers.

### Key Responsibilities:

#### 1. Subject Specific

- Identify and screen pupils with learning difficulties such as dyslexia and dyspraxia.
- Ensure provision of additional support for pupils is appropriate to their needs.
- Provide teaching staff with information on individual pupils' learning difficulties and strategies for classroom support.
- Liaise and correspond with all relevant stakeholders to best support the pupil (parents, teachers etc).
- Maintain a Learning Support Register.
- Draw up and distribute Learner Profiles.
- Work with the Examinations Team in regard to access arrangements
- Provide study skills' support
- Liaise with the SENCO across the Prep Schools, focusing particularly on KS2 to KS3 transition from Girls' Prep.
- Contribute to whole-school policy through participation in Heads of Department and Pastoral Team meetings.
- Keep the Senior Leadership Team informed of developments and changes in policy relating to Special Educational Needs.
- Ensure that the School's legal responsibilities are met.
- Be willing to train and support relevant staff.
- Be able to interpret assessment data in a meaningful way and to disseminate accordingly.
- Plan and organise the Learning Support Department's timetable.



# SURBITON

HIGH SCHOOL

- Work with Admissions at the Senior School to ensure entrance exams are correctly tailored
- Lead on the EHCP process for individual pupils, ensuring correct protocol is followed and that the School meets statutory requirements.
- Build and maintain relationships with external agencies and liaise with HR regarding clearance for external visitors to the School.
- Teach a timetable which includes small groups and 1:1 from Year 7 – 13.
- Line-manage the Learning Support Department including the line management and leadership of EAL.

## 2. Teaching and Learning

- Lead the Department in pursuit of continuous improvement through innovation, strategic planning, and sharing of best practice.
- Monitor the quality of teaching and learning through regular observations of Departmental staff, work scrutiny and pupil feedback.
- Coach and support members of the Department to quality assure skill/knowledge base along with willingness to improve/develop.
- Develop members of the team through clear and carefully planned distribution of suitable tasks
- Identify strengths in the team to ensure the embracing of new teaching strategies, and pupils' learning.
- Promote the use of Digital Learning Technologies to support pupil achievement.
- Ensure the smooth, efficient, supportive and rigorous running of Department policies

## 3. Results

- Track and monitor pupil progress and achievement within the subject area across all Key Stages, using baseline data.
- Lead in taking appropriate action to intervene in pupils' underachievement
- Promote the use of target-setting and high-quality pupil feedback to inform teaching and learning strategies.
- Ensure that teachers support pupil progress.
- Review, analyse and evaluate results throughout the year and for the examination analysis and subject review meetings, sharing the process with the Department so that all are aware of the development points.

## 4. Curriculum

- Use areas of strength and expertise amongst the team to enhance curriculum delivery.
- Lead, with appropriate consultation, on changes in specifications and/or exam board.
- Keep abreast of, and communicate to the Department, changes in policies, guidelines and other national initiatives.
- Ensure compliance with requirements for exam entries and arrangements.
- Ensure that written records are kept as appropriate and in accordance with GDPR and the Data Protection Act 2018.

## 5. Co-Curricular

- Working collectively as a team, identifying suitable co-curricular activities that enrich the curriculum and broaden the pupil learning experience.
- Delegate the organisation and administration of trips appropriately amongst the team.
- Monitor and develop/support the contribution made by members of the team to co-curricular activities.



# SURBITON

HIGH SCHOOL

- Ensure accurate and up-to-date information is maintained in relevant co-curricular documentation.

## 6. Values

- Engage in on-going personal and professional development in order to provide high quality and innovative educational leadership.
- Effectively communicate whole-School changes to the team, coaching teachers to develop their understanding and skill base surrounding new learning strategies.
- Create alignment with the School's values and ethos to ensure Departmental ownership of whole school strategic development.
- Ensure Department compliance with agreed School policies
- Promote the School's ethos of May Love Always Lead Us and the Best in Everyone.
- Work co-operatively with SLT and all colleagues.
- Promote the School and its training courses and activities, including participation in external and internal marketing activities.
- Uphold the good reputation of the School and of United Learning with pupils, parents and other stakeholders.
- Ensure the principles and practices of the School's Equal Opportunities Policy are promoted through the curriculum.

## 7. General

- To carry out any such duties as may be reasonably requested.



# SURBITON

HIGH SCHOOL

## Person Specification

**The successful candidate will be likely to fit the following profile:**

### **Qualifications**

- Good Honours degree
- Level 7 Diploma in SPLD, or equivalent
- A NASENCO qualification, or equivalent, would be an advantage
- Evidence of further relevant professional development

### **Skills**

- Have excellent leadership and management skills, with the ability to inspire, motivate and support pupils and colleagues
- Be able to implement systems and manage programmes
- Be competent in the use of ICT
- Be well organised with excellent communication skills
- Have the ability to forge links with parents, the wider community and local partnerships
- Have the ability to work on one's own initiative

### **Experience**

- Evidence of successful, inspiring and innovative teaching
- Experience of leading and collaborating with colleagues
- Experience in the use of pupil monitoring and assessment

### **Knowledge**

- Be passionate and knowledgeable about the learning process for different individuals and have a sound understanding of recent developments
- Have knowledge of, and commitment to, safeguarding and promoting the welfare of children and young people, and adhere to and comply with the School's Child Protection Policy statement at all times

### **Personal Qualities**

- High levels of personal and professional integrity
- Ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- Personal presence and high standards of personal presentation
- Ability to communicate concisely and sensitively both orally and in writing to a variety of audiences
- Be able to relate well to adolescents and enjoy their company
- A team player with leadership qualities
- A reflective and flexible approach
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Supportive of the School's ethos
- High expectations for pupil attainment, personal development and conduct
- Commitment to professional development



# SURBITON

HIGH SCHOOL

## Application Details

Please apply online via the link on the TES or our School [website](#)

**Closing date for Applications:**

**8.00am, Thursday 6 January 2022**

**Interviews to be held week commencing:**

**10 January 2022**

*Please note that the School reserves the right to appoint at any stage during the recruitment process.  
For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



# SURBITON

HIGH SCHOOL

## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*