



SURBITON

HIGH SCHOOL

Job Description

Job Title:	Head of Learning Enrichment (SENCO) across Surbiton High Preparatory Schools
Job Purpose:	To oversee Learning Enrichment provision across the Girls' and Boys' Preparatory Schools
Reporting Line:	Senior Head of Surbiton High Preparatory Schools
Start Date:	September 2020
Tenure:	Permanent, Full-Time
Salary:	United Learning Pay Structure

Key Responsibilities:

- To identify and screen pupils with learning difficulties
- To ensure provision of additional support for pupils appropriate to their needs, enabling strong rates of personal progress over time
- To provide teaching staff with information on individual pupils' learning difficulties and how they can be best supported in the classroom
- To liaise and correspond with parents, the pastoral team, Form Tutors and subject teachers, feeder and destination schools
- To organize referrals to Educational Psychologists and other appropriate professionals
- To maintain a Learning Enrichment Register with details of all pupils who have identified learning differences and/or are receiving support from the department
- To draw up Learner Profiles and IEPs with SMART targets, and distribute these to teaching staff, advising of suitable teaching strategies
- To work closely with Admissions at the Senior School to ensure entrance exams are correctly tailored
- To provide study skills support and advising teaching staff on appropriate study skills
- To contribute to whole School policy through discussion with SLT
- To keep the Senior Leadership Team informed of the relevant developments and changes in policy relating to Special Educational Needs
- To ensure that the School's legal responsibilities are met
- To lead on the EHCP process for individual pupils, ensuring correct protocol is followed and that the school meets statutory requirements
- To build and maintain relationships with external agencies, and to liaise with HR regarding clearance for external visitors to the School
- To teach a timetable which includes small groups and 1:1 across KS1 and KS2 both in the Girls' and the Boys' Preparatory Schools
- To be willing to train and support relevant staff
- To meet regularly with the Head of Learning Enrichment in the Senior School, especially focusing on the progress of Girls' Preparatory School pupils moving through KS2 into KS3
- Line management of the Girls' and Boys' Preparatory Schools Learning Enrichment Teachers
- To carry out any such duties as may be reasonably requested.



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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



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Application Details

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

Closing date for Applications:

8:00am Wednesday 26 February 2020

Interviews to be held week commencing:

Monday 2 March 2020

*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*



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



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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.