



THE
KING'S SCHOOL
CANTERBURY
JUNIOR KING'S

Appointment of Head of Learning Support (Maternity Cover)

Start date: January 2026





Welcome

Dear Candidate,

We are seeking to appoint an outstanding Head of Learning Support from January 2025 to cover a maternity leave. Applications should be from qualified teachers, and having the NASENCo qualification would be an advantage.

The Head of Learning Support is responsible to the Head of the Junior School on all matters relating to the support of children and this role. They will report to the Deputy Heads Academic and Pastoral. They will be expected to be a team player and to work closely and professionally with all other members of staff at Junior King's and The King's School.

The successful candidate will have responsibility for the leadership of the Learning Support Department within the Junior King's School. They will be an experienced, inspirational and hardworking team player who will settle for nothing less than excellence in the support of the pupils at our school. The role should be seen as strategic and the successful candidate will lead by example.

I do look forward to meeting you in due course.

Yours sincerely,

Mr Mark Brotherton, Head



The Role

- Lead and model the school's values and ethos with integrity;
- Lead the strategic development of Learning Support provision across the school;
- Responsibility for the management and leadership of Learning Support throughout the School;
- Ensure that excellent and coherent support is provided for those pupils identified with specific learning needs;
- Line-manage the SEND Team and oversee a range of specialist support teachers, teaching assistants etc;
- Be a team player and work closely with all staff, as well as the Head of EAL, Head of Pre-prep and Assistant SENCo;
- Work closely with SENCo and Head of Learning Enhancement at The King's School, Canterbury;
- Contribute to departmental and whole school policies around neurodiversity such as teaching and learning, the Accessibility Plan and also the School Development Plan;
- Manage acquisitions and budget: liaising with the Bursary over matters of financial administration and charges to parents;
- Liaise with Admissions on prospective SEND pupils;
- Contribute to governor reports and school inspection readiness (ISI).

Assessment, screening and access arrangements

- Maintain and regularly update the Learning Support Registers and ensure that staff are kept informed;
- Ensure there is a clear policy of referral and identification of pupils with additional support needs;
- Monitor and support the overall progress and development of pupils on the learning support registers;
- Be proactive with the planning and support for Teaching Assistants;
- Carry out observations of visiting pupils, under the direction of the Admissions Registrar;
- Be proactive in the early identification of needs. Arrange assessments in response to referrals on current pupils;
- Give parents informed advice about further assessments, e.g. educational psychologist assessments. Summarise key findings from specialist reports and communicate information to staff and parents, with recommendations;

- Collect and interpret specialist assessment data gathered on pupils and liaise with Heads of Departments, Heads of Section and the Deputy Head Academic;
- Liaise with the Deputy Head Academic on invigilation and in-class support;
- Lead annual reviews for pupils with EHCPs
- Support smooth transitions between year groups and to senior schools;
- Liaise with outside agencies about children with Education, Health and Care Plans;
- Keep all electronic records up to date on the school system;
- Ensure the department is inspection ready.

Communication

- Take a lead role in communication across the school regarding learning support;
- Foster excellent lines of communication, and develop and maintain positive working relationships with pupils, staff, boarding staff and parents;
- Support class, form and subject teachers in helping to develop whole school policy and practice so that pupils with specific learning difficulties can become confident and independent learners;
- Meet regularly with the Deputy Head Academic and Head;
- Maintain a close working relationship involving regular meetings with the Head of Learning Enhancement at the King's School and other schools;
- Be sympathetic and open-minded but confident in judgement;
- Keep in touch with other Heads of Learning Support and attend relevant cluster meetings and network groups, keeping up to date with current legislation and practice;
- Liaise with the Deputy Head Academic over the placement of Assistant Tutors.

Teaching

- Carry out 1:1, small group teaching of pupils with identified specific learning difficulties;
- Support planning and encourage a variety of teaching methods and activities for SEND pupils within the classroom, and share best practice;
- Maintain and review profiles and IEPs with parents and agencies where relevant, and share these with staff;
- Create timetables for specialist teachers, Teaching Assistants including 1:1 support and intervention groups;
- Support the Head and Deputy Head Academic in raising and maintaining high standards;
- Liaise closely with Heads of Section, Welfare Team and teachers, regarding Learning Support issues;
- Organise and attend 'drop-in clinics' for relevant pupils;
- Experience of understanding the learning needs of children and find different ways and resources to support pupils.



Training

- Ensure the school complies fully with all relevant legislation pertaining to SEND and DEI, updating and amending school policy as required;
- Provide CPD and advice for colleagues across the school on SEND and other related matters;
- Attend courses to keep staff informed of further developments.

General Responsibilities

- Be a part of the Pastoral Welfare Committee;
- Attend all official insets, meetings and events and undertake a reasonable number of staff duties;
- Be involved and join in enthusiastically and willingly in the wider life of our busy School as a full-time member of staff;
- Attend Speech Day, Open Mornings, joining Senior Management Team meetings on occasion and any other School events relevant to the children in your care;
- The above is not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by the Head and/or Deputies;
- This job description may be subject to modification and amendments in agreement with the Deputy Head Academic and Head of the Junior School.





Our Schools

The King's School Canterbury is a co-educational, full boarding and day school, educating pupils from aged 3 to 18. We have 3 schools based in Canterbury, as well as 2 franchise schools overseas in Shenzhen (China) and Vattanaacville (Cambodia).

All the schools pride themselves on the dual pursuit of academic and co-curricular excellence, whilst offering high levels of pastoral care. With a strong international intake, King's prides itself on being a traditional British school with a global ethos. As well as the core academic subjects, King's is well known for music, creativity and the performing arts.

The King's School Canterbury (the Senior School)

The Senior School educates children from 13-18, both boarding and day pupils. It is situated in a UNESCO World Heritage Site in the heart of the historic Cathedral city of Canterbury in Kent. Steeped in history, the school occupies various sites around the Cathedral and its medieval Precincts. There are currently 873 pupils on the school roll, 446 boys and 427 girls, 670 of whom are boarders. The pupils occupy 6 boys' boarding houses, 7 girls' boarding houses and 3 day houses. The school welcomes many international pupils from countries like Hong Kong, Ukraine and Russia.

Junior King's (the Prep School)

Junior King's occupies 80 glorious acres on the banks of the River Stour, in Sturry, 3 miles from Canterbury. Originally founded in 1879, the Junior school started its life in the heart of Canterbury. However, in 1929 the school moved to Sturry and was opened by Rudyard Kipling. In its picturesque setting, the school boasts a sixteenth century Manor House and Tithe Barn. There are currently 381 pupils at Junior King's, 207 boys and 174 girls, of whom 22% are boarders. Again, the school welcomes international pupils from a range of countries, particularly for boarding places.

The International College (for international pupils)

The International College was launched in 2018 and is effectively a foundation school for international pupils, aged 13 to 17, who wish to enter the British education system. With state-of-the-art facilities, it is ideal for pupils who wish to improve their English language skills, fast-track their GCSEs and be prepared for entry into a British school, (often King's senior school). There are currently 72 pupils at The International College with 39 boys and 33 girls. The International College occupies a modern, award-winning building and is situated on the outskirts of Canterbury city.





Canterbury

The School is at the heart of the city, with much of the School nestled around the Green Court, within the Precincts of Canterbury Cathedral. This creates a beautiful and tranquil working environment, within a small but bustling city, which is also home to two universities. The River Stour runs through the heart of the city, with boat tours giving a chance to see some of the city's hidden gems. There is also a busy high street, plus gorgeous medieval lanes, and a good range of shops, plenty of places to eat, 2 cinemas and a city theatre that sees performances ranging from Shakespeare's Julius Caesar and Matthew Bourne's Sleeping Beauty to stand up comedy and critically acclaimed musicals. If the history in the city is not enough, there are plenty of castles to visit nearby. There is beautiful countryside all around the city with plenty of pretty villages nearby, as well as Blean Woods where wild bison now roam. The coastline is an easy journey away by car or train, with a variety of sandy beaches, cliffs and long coastal walks. The M25 and M20 are easily accessible making Gatwick and Heathrow within reasonable driving distance, and there is the high-speed train link into London, getting you to St Pancras in just under an hour. For those wanting the continent, Dover and Folkstone are just a short car journey away.

Applications

Applications from qualified teachers should be submitted online through

the King's School website ([Current Job Vacancies • The King's School, Canterbury \(kings-school.co.uk\)](#)) and should include a one sided covering letter and a CV addressed to the Head, Mr Mark Brotherton, by 19 September 2025.

Interviews will take place in the week commencing 29 September 2025.

Tours of the schools will take place for shortlisted candidates during the interview day.



Information

If you have any queries please contact the HR Recruitment Team:
recruitment@kings-school.co.uk.

We look forward to hearing from you.

www.kings-school.co.uk



Child Protection

The postholder is expected to demonstrate an understanding of and commitment to, the safeguarding and welfare of children and young people. The school has clear safeguarding and Child Protection policies and procedures in place which the postholder must comply with at all times.

Training

The postholder may, from time to time, be required to undergo training relevant to the Key Responsibilities above or related functions. Such training may be residential. The cost of the training and reasonable expenses (which must be approved in advance by the Line Manager and Bursar) will be borne by the School.



Equality, Diversity & Inclusion

We are committed to promoting equality of opportunity. We aim to ensure that no applicant or employee is unfairly discriminated against as a result of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation



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