



Fairley House School

**Senior School Deputy Special Needs Co-ordinator
Full/Part time (negotiable)**

Vacancy Information



London's leading day school for children with specific learning difficulties

and all of a sudden nothing is impossible....

Background of Fairley House

The school is located in central London on two sites, the Senior Department (Years 7 to 11) in Causton Street in Westminster and the Junior Department (Years 3 to 6) in Lambeth (15 minutes' walk between the two sites)

The school was established in 1982 by Daphne Hamilton-Fairley whose husband was killed by an IRA bomb in 1975. Mrs Hamilton-Fairley was a speech and language therapist who had been providing therapy for dyslexic children at home. As a parent with four children of whom two were dyslexic, she knew how poor provision was for dyslexia in London and in the UK generally. She resolved to set up a school for dyslexic children as a memorial to her husband, hence the name Fairley House. She aimed to combine a medical focus: speech and language therapy and occupational therapy, then mainly delivered in hospital clinics, with education. In this respect she was a pioneer and although provision of therapy within school is now commonplace, we stay true to her vision by pushing forward the boundaries of integrating therapy and education.

Currently the school is thriving with 200-210 pupils. In response to demand and to enable our 10-year Strategy Plan we aim to provide help for more children and families affected by specific learning difficulties, through offering Assessment, Training and Research into effective teaching methods. The school is a charity and is run by a Board of Governors.

Distinctive features of the school and its governing structure.

We are registered with the DCSF as an independent special school for specific learning difficulties. We have children from a range of socio-economic backgrounds and from a wide geographical area (central and greater London but children have come from as far away as Cambridge or the Isle of Wight, remarkable for a school that offers no boarding). The majority of pupils are private placements and parents manage to afford the fees which are high due to the favourable staff: pupil ratio and expertise available. 25% of children are statemented, the vast majority paid for by local authorities (LAs) with some coming from the poorest London boroughs. It is a tribute to our children that this diversity is embraced, and friendships are forged by children from very different backgrounds and circumstances. Children do not arrive in Year 1 and stay until Year 9 because the aim is to provide intensive help for their difficulties and return them to mainstream schooling as and when is appropriate.

For September 2023

Fairley House School is looking to appoint a full time or part time Deputy SENCO

Salary band £36K - £47K pay award pending

We are looking for inspiring, inspirational and highly motivated teachers to work in a setting which really does change pupils' lives. This is an exciting opportunity to join a supportive and collaborative team in an outstanding independent school catering for students with Specific Learning Difficulties (for example dyslexia, dyscalculia and dyspraxia).

Our Mission Statement is to "transform the lives of children with SpLD" by providing a rich and stimulating learning environment, which will engage children and capitalise on their strengths, while helping them overcome weaknesses.

Successful candidates will have the opportunity to work alongside Speech and Language Therapists and Occupational Therapists, who will offer support and guidance both in and outside of the classroom. Small class sizes enable teachers to get to know their pupils and provide excellent pastoral care allowing for the development of the whole child.





Dear Candidate

We are so pleased that you are interested in applying for the post of Deputy SENCO at Fairley House School. We hope that our application pack gives you all the information you need but if you do have any further questions, please do not hesitate to contact us.

Fairley House is an outstanding specialist Independent School meeting the needs of pupils aged 5-16 with dyslexia, dyspraxia and dyscalculia. We are based in central London with our junior department in SE1 and our senior department and offices in SW1 – approx. twelve minutes' walk between the two. We currently have approx. 220 pupils on roll. We also have an external assessment centre based in SW1.

We would like to appoint a part time Deputy SENCO

Please see the job description and person specification enclosed in the pack and please address all key areas when submitting your application form and personal statement. This is an opportunity to be involved in a school that really does change pupil's lives.

We are a supportive organisation and pride ourselves on our commitment to staff wellbeing, professional development, induction and our whole school ethos.

Our incentive package includes

- Fairley House operates its own competitive pay scale, and salaries are enhanced to reflect our status as a leading Central London SEN Independent School.
- Free school lunch during term time
- Buffet lunches during INSET
- End of Year staff event
- Complimentary tea/coffee and fruit
- Cycle to work scheme
- Employee assistance line which includes online counselling
- Excellent transport links [close to mainline Waterloo and Vauxhall, numerous central London bus routes]
- The opportunity to work in the centre of London with attractions such as Tate Britain, Westminster Abbey, Lambeth Palace and the London Eye on our doorstep.

We are keen to attract a diverse range of professionals who will support the ethos of the school, if you would like a confidential chat about the roles and ambitions of the school then please do feel free to contact Sally Fenton, HR Manager sf@fairleyhouse.org.uk.

Fairley House is committed to the safeguarding and welfare of children and successful applicants must be willing to undergo an enhanced DBS check, personal and professional reference check and a medical.

I look forward to receiving your application.

Yours sincerely
Michael Taylor
Head



Job Description

Senior School Deputy Special Needs Co-ordinator

Full/Part time (negotiable)

Providing a first-class education for pupils with specific learning difficulties.

Purpose of the role

The Deputy SENCo's role is to support the SENCo in ensuring that the needs of pupils are met and to promote pupils' progress and achievement across the school. Fairley House School works using a transdisciplinary approach, and this is an opportunity to be part of a collaborative team that includes Speech and Language and Occupational Therapists, an Educational Psychologist and Specialist Teachers.

The Deputy SENCo will support the SENCo in the following areas and in the absence of the SENCo, deputising as necessary:

- To support, advise and provide training to colleagues.
- In the absence of the SENCo, to chair special provision meetings, making notes of discussion and decisions.
- To provide colleagues with information re the specific learning difficulties of new and existing pupils.
- To provide information to schools for pupils transferring to other schools.
- To make applications for Education Health and Care Plans
- To overview each child's special provision to ensure it meets his or her needs.
- To proofread IEPs and IEP reviews for accuracy of writing and provision needs.
- To proofread reports in the Spring Term.
- To work with the SENCo to ensure that special provision is effective.
- To assist in the overview of training needs within the special provision team.
- To balance special provision needs against curriculum entitlement.
- To provide information for statutory assessments.
- To collect, chair and record information for Annual Reviews, providing information to Local Authorities to support the updating of Education Health and Care Plans.
- To update school data held on PASS from Annual Reviews in collaboration with data management staff.
- To attend curriculum meetings when appropriate.
- To attend special provision meetings
- To attend whole staff meetings.
- To assist with arrangements for the smooth running of visits by pupils who are attending three-day assessments.
- To continue to develop the long-term process of creating greater liaison between Special Provision and the subject curriculum through a trans-disciplinary approach.
- To contribute to the FHS whole school approach by performing additional tasks as necessary.

- To work with the SENCo to identify pupils' public examinations; gather information re 'normal way of working' and make application to the relevant examination body.
- To liaise with parents.
- To liaise with Junior department SENCo.
- When requested, to liaise with the SENCo of future schools
- Responsibility for teaching literacy/numeracy group

Other Professional Requirements

- Maintain high standards of pastoral care
- Develop a close liaison with parents, particularly in relationship to homework, organisation and management strategies.
- Perform duties required of all members of staff, such as lunch and break supervision.
- Attend INSET Days at the beginning and end of every term, attending after school meetings such as staff briefings, Parents and Professionals evening, Pupil/Parent/Teacher meetings, as well as social events such as prize giving and school plays
- Take part in the school's Staff Development Process

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and experience	Degree Qualified teacher status At least 3 years successful teaching experience Knowledge of the SEN Code of Practice	Level 5 qualification or equivalent in SpLD. Experience of supporting SEND provision in a secondary school or specialist school Experience of annual reviews Experience in more than one school (or experience of different school contexts whilst training)
Skills and knowledge	The ability to analyse, understand and interpret standardised test data. Knowledge of the National Curriculum	

	<p>Knowledge of effective teaching and learning strategies A good understanding of how children learn.</p> <p>Ability to build effective working relationships with pupils.</p> <p>Ability to build effective working relationships with parents and external stakeholders.</p> <p>Knowledge of the guidance and statutory requirements relating to Equal Opportunities, Health and safety, SEN/D and Safeguarding.</p> <p>Good ICT skills</p> <p>Effective organisation skills</p>	
Personal qualities	<p>A clear passion for SEND provision.</p> <p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</p> <p>High expectations for children's attainment and progress</p> <p>Ability to work creatively and collaboratively.</p> <p>Ability to work under pressure and prioritise effectively.</p> <p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding and equality Good communication skills (both orally and in writing)</p> <p>Reliability and integrity</p>	

Why work at Fairley House School.

Comments from current staff

“What I love most about working at FHS is the team approach to helping our pupils. I believe that this holistic approach of looking at the whole child is what makes us so successful at achieving our ultimate aim, which is to get them back into mainstream schooling, equipped with all the strategies they need to flourish. I find it very insightful to work with a child across different contexts (such as within a speech and language therapy session, a Writing lesson, a Reading lesson or within lunchtime clubs) and this is what enables me, as a speech and language therapist, to be able to ensure that the skills that I am working on are functional to the child within all of their lessons, throughout the school day. I love working collaboratively with the very talented and creative teachers here to plan and co-teach lessons together, where we are both working towards the same common goals.

The children here are also inspirational. Often, they have had very difficult experiences of education prior to coming here, where learning has been such a challenge and they sometimes have a very low opinion of themselves. However, they are very brave and resilient and willing to give learning another go, and it is amazing to see them succeed and recognise their achievements for themselves. We quickly see their self-esteem soar as they realise what they are capable of, and this gives them the confidence to take more risks with their learning”.

Alex

“I was on my way home from a parents evening and was yet again reminded how fortunate I am to be working at Fairley House. After a particularly emotional meeting, I left close to tears when a mother described how much her daughter had flourished since being at the school. On a daily basis I know that I am contributing to unlocking the potential of children who previously have seen themselves as a failure. I work alongside a fantastic team and together I know we make such a difference to our students and their families, giving them a safe haven in which they can achieve their potential”.

Miriam

Ready to apply?

Please contact Sally Fenton our HR Manager at sf@fairleyhouse.org.uk about this vacancy if you require further information, would like to book a tour or for an application form.

Please see our website for more details about the school and our prospectus.

www.fairleyhouse.org.uk

Closing date for applications 28 April 2023

Interviews likely to take week commencing 8th May 2023