



Belmont

Belmont, Mill Hill Prep
Instilling values, inspiring minds

CANDIDATE INFORMATION PACK

Specific Learning Difficulty (SpLD) Specialist





JOB DESCRIPTION

THE SPECIALIST WILL WORK UNDER THE DIRECTION OF THE DIRECTOR OF LEARNING SUPPORT, UPPER SCHOOL AND LOWER SCHOOL SENCOS, AND TEACHING STAFF. THE POST HOLDER WILL BE RESPONSIBLE FOR **PLANNING, DELIVERING AND MARKING HIGH-QUALITY SPECIALIST LITERACY AND DYSPLEXIA-FOCUSED LESSONS**, INCLUDING 1:1 TUTORING, SMALL-GROUP INTERVENTIONS, AND TARGETED IN-CLASS SUPPORT.

THEY WILL PROVIDE **SPECIALIST ASSESSMENT, TEACHING AND INTERVENTION** FOR PUPILS WITH DYSPLEXIA AND OTHER SPECIFIC LEARNING DIFFICULTIES (SPLD). THE POST HOLDER WILL ALSO TAKE RESPONSIBILITY FOR **WRITING PUPIL PROGRESS REPORTS**, MAINTAINING CLEAR RECORDS OF INTERVENTIONS, AND **COMMUNICATING PROFESSIONALLY AND SENSITIVELY WITH PARENTS** ABOUT PROGRESS, CONCERNS, AND NEXT STEPS.

THEY WILL UPHOLD THE VALUES OF THE SCHOOL THROUGH EXCELLENT TEACHING, STRONG SUBJECT KNOWLEDGE, WARM PROFESSIONAL RELATIONSHIPS, AND A COMMITMENT TO HELPING PUPILS BECOME CONFIDENT, INDEPENDENT LEARNERS.



MAIN RESPONSIBILITIES

Teaching, Learning and Assessment

- Plan, deliver and evaluate high-quality dyslexia-specific lessons and literacy interventions
- Design structured, personalised learning programmes based on pupil assessments and needs
- Mark work, provide formative feedback and track progress against personalised targets
- Use specialist strategies to support reading, spelling, phonics, writing and study skills
- Employ evidence-based dyslexia teaching approaches (e.g., multisensory methods)
- Support the development of pupils' metacognition and independence
- Provide high-quality feedback that motivates, guides and supports pupil progress
- Contribute to the assessment process through observation, work scrutiny and data analysis
- Maintain accurate records of intervention sessions, outcomes and next steps



Reporting and Communication

- Write clear, detailed intervention reports and progress summaries for pupils on the Learning Support register
- Communicate effectively and sensitively with parents/carers, providing updates on progress, needs and next steps
- Attend parental meetings, review meetings, and multi-professional discussions where appropriate
- Liaise with teachers, SENCos and external specialists to ensure joined-up planning and provision

Specialist Responsibilities

- Use advanced knowledge of dyslexia and SpLD to identify barriers to learning and develop tailored strategies
- Provide specialist guidance and training to staff to support dyslexia-friendly teaching across the school
- Create specialist resources and scaffolded materials to support learning
- Promote inclusion and ensure that pupils with dyslexia fully participate in all aspects of school life

Pastoral and Behaviour Support

- Build warm, supportive relationships that promote confidence and self-esteem
- Implement effective behaviour and learning support strategies in line with school policies
- Encourage positive learning habits, resilience and self-advocacy skills

Professional Responsibilities

- Demonstrate high professional standards and uphold the ethos of the school
- Maintain up-to-date knowledge of dyslexia research, intervention methods and best practice
- Engage in ongoing professional development, including training related to SEND and literacy intervention
- Maintain confidentiality and comply with safeguarding, health and safety and data protection policies
- Contribute to the wider life of the school, including attending meetings and supporting whole-school initiatives

“
Leaders effectively
incorporate outdoor
learning to strengthen
pupils’ development in all
phases of the school.”

Good Schools Guide Review 2020



PERSON SPECIFICATION

QUALIFICATIONS AND SKILLS

Essential

- Level 5 Dyslexia/SpLD qualification
- Experience planning and delivering targeted literacy or dyslexia interventions
- Strong understanding of the needs of pupils with dyslexia and other SpLDs
- Excellent communication skills with pupils, parents and staff
- Strong organisational skills and the ability to work independently
- Experience planning and delivering targeted numeracy or dyscalculia interventions

Desirable

- Experience across KS2 and/or KS3
- Knowledge of a range of intervention programmes (e.g. phonics, reading comprehension)
- Ability to coach and support colleagues in dyslexia-friendly practice

“Teachers are experienced, have good subject knowledge and follow well-planned schemes of work, adapting their teaching to effectively meet the needs of pupils.”

ISI Inspection Report January 2024





THE SCHOOL

Belmont, Mill Hill Prep

Belmont is the co-educational preparatory day school to Mill Hill School. The school is set in 40 acres of the Mill Hill conservation area on the edge of the green belt and is over-subscribed. Some 540 pupils are on roll, aged from 7 to 13. Belmont has an excellent academic reputation and provides a happy and friendly environment in which pupils enjoy learning; the extra-curricular programme is extensive and of high quality.

Entry at 7+ is automatic from the pre-prep and selective for external candidates. Entry at 11+ is selective and gives automatic transfer to Mill Hill, the senior school, at 13+. Approximately 90% of pupils transfer; the remaining pupils are successful in gaining entry to other selective independent schools in north London and beyond. The school achieves high academic standards including in entrance exams to senior schools, with a significant number of pupils regularly achieving academic, music, art, design, drama and sports awards. The School has a strong reputation for outstanding pastoral care and the personal development of every child.

“
The co-curricular
programme engenders
pupils’ interests as well as
develops pupils’ knowledge,
skills and understanding.
This is a significant strength
of the school.”

ISI Inspection Report January 2024

A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



HOW TO APPLY

KEY DATES

APPLICATION DEADLINE: 9.00AM ON TUESDAY 6 OCTOBER 2026

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

If this new opportunity sparks your enthusiasm and you wish to be part of our wonderful team, seize the moment and click the button to complete your Application Form.

APPLY



Belmont

INSTILLING VALUES INSPIRING MINDS

Belmont

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