



FARLEIGH

Head of Learning Support / SENCO
Candidate Information Pack
Required for September 2024



Head's Welcome

Welcome from Fr Simon Everson, Headmaster

Thank you very much for your interest in the position of Head of Learning Support / SENCO at Farleigh School.

Farleigh has grown over the last decade into a school of which we are very proud, with over 460 boys and girls, aged 3 to 13. It is a wonderful environment in which to work with each and every member of staff playing their part in ensuring we have happy and energetic pupils. It is a magical place to be.

We have great colleagues and we are aspirational in seeking the very best for the young people in our care across the whole spectrum of school life. We enjoy their company and prepare them for an exciting future, encouraging them to be engaging, warm and thoughtful in the years to come. We are also extremely fortunate to have an incredibly loyal parent body who support and encourage us in so many ways.

I hope that you enjoy finding out a little bit more about us and the role of Head of Learning Support / SENCO.

If you would like an informal discussion about the position, please call Nikki Lloyd, the HR Manager, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 3 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



Head of Learning Support / SENCO

Farleigh School seeks to appoint a kind, hard-working, committed, and empathetic professional who will promote and champion the needs of our pupils, from Kindergarten to Year 8 as our new Head of Learning Support / SENCO on a full-time and permanent basis.

As Head of Learning Support / SENCO you will play a pivotal role in shaping the school's approach to supporting our pupils with special educational needs and disabilities.

This responsibility encompasses several key areas. Firstly, the SENCO will maintain an active awareness of national developments, compliance, inspection, including the SEND code of practice and equal opportunities legislation, and they will understand how these apply to pupils.

Secondly, they oversee the day to day implementation of the SEND policy, coordinating specific provision to effectively support individual pupils. The SENCO also acts as a valuable resource for colleagues, offering professional guidance and working collaboratively with teachers, parents, and external agencies to create a comprehensive support network.

The ideal candidate will be available to start in September 2024.

The ideal candidate will:

- Hold the National Award for SEN Coordination
- Hold Qualified Teacher Status
- Hold the Level 7 Assessors Qualification (desirable but not essential)
- Demonstrate a high level of knowledge on the roles of Educational Psychologist, Behavioural Optometrists, Occupational Speech and Language therapists and emotional and behaviour support service
- Demonstrate relevant experience as a highly successful and effective SENCO
- Be an excellent communicator with pupils, parents, staff and external stakeholders such as other schools and the local authority
- Demonstrate strong leadership and people management skills
- Have a positive understanding of the level of personal and professional commitment in a boarding school community
- Be confident in the use of technology
- Be able to interpret data and apply appropriate strategies and interventions
- Support the need for continuous professional development
- Be willing to uphold and support the Catholic ethos of the school

Job Description: Head of Learning Support / SENCO

Responsible to: The Headmaster and Deputy Head Academic. This role has strong links to the Deputy Head Organisation and Pastoral Oversight.

Purpose of the job: To promote the ethos of the School, provide leadership in the development and management of the Learning Support Department, teach pupils with additional needs within the school and to carry out such other associated duties as are reasonably assigned by the Headmaster.

Particular Tasks & Responsibilities:

- Lead and manage the Learning Support department, setting targets for development and for raising achievement
- Monitor, evaluate and review the work of the Learning Support Department
- Manage and develop systems for identifying, assessing and reviewing SEND, including assessment of prospective pupils
- Coordinate provision for pupils with additional needs
- Monitor and support the Teaching and Learning of pupils with additional needs
- Maintain and oversee all documentation and records
- Liaise with external agencies, particularly with the Local Authority with regard to Statements of SEND/EHCPs and CAMHS
- Ensure that all legal requirements and statutory responsibilities are met for students with SEND
- Communicate and consult with teachers, specifically key post holders and parents
- Promote staff development in relation to SEND, within the department and with teachers and teaching assistants
- Manage budgets and resources
- Continue to build a culture where Learning Support is part of school life and accessible to pupils, staff and parents

Key Tasks:

- Contribute to meetings, discussions and management systems necessary to coordinate the work of the department and integrate this into the work of the school as a whole
- Carry out a SWOT analysis at intervals in order to identify priorities for the department
- Organise two Learning Support Parents' Meetings per year
- Keep up to date learning resources which are available to the whole team
- Ensure termly reporting (IEPs) are communicated to parents and teachers
- Play a full part in the everyday life of the school
- Contribute to the Marketing Department in respect of materials published about the school
- Work to the direction of the Headmaster on any other matters relating directly to this role which may from time to time occur

Person Specification:

- Hold the National Award for SEN Coordination
- Hold Qualified Teacher Status
- Hold the Level 7 Assessors Qualification is desirable but not essential
- Demonstrate a high level of knowledge on the roles of Educational Psychologist, Behavioural Optometrists, Occupational Speech and Language therapists and emotional and behaviour support service
- Demonstrate relevant experience as a highly successful and effective SENCO
- Be an excellent communicator with pupils, parents, staff and external stakeholders such as other schools and the local authority
- Demonstrate strong leadership and people management skills
- Have a positive understanding of the level of personal and professional commitment in a boarding school community
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This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A competitive salary in line with the school's Pay and Benefits policy
- Membership of the school's pension scheme and Life Assurance scheme
- Access to Help@Hand Employee Assistance programme and shopping discounts
- Free school meals during working hours during term time
- Professional Development Support
- Free car parking
- Supportive colleagues and an outstanding working environment
- A beautiful setting in which to work
- Access to staff social events

To apply for this position, please complete the academic staff application form and return to Nikki Lloyd, the HR Manager at hr@farleighschool.com as soon as possible. Applications will be accepted until the position is filled, therefore early application is encouraged.

Farleigh School reserves the right to appoint at any time in the recruitment process.

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant(s) must be willing to undergo appropriate Child Protection Screening, including references from past employers and an enhanced DBS disclosure and an online search in line with safer recruitment.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.