



**St Michael's Prep School**

**The Joy & Wonder of Learning**



## **HEAD OF LEARNING DEVELOPMENT (SENDCO)**

**Salary:** St Michael's Teaching Pay  
Scales (Commensurate with  
qualifications & experience)

**To start:** April or September 2023

**Full Time**

**Application Deadline:**  
Tuesday 6<sup>th</sup> December 2022

**Interview Date:** Week  
Commencing 12<sup>th</sup> December  
2022

St Michael's Prep School is a co-educational day school, rated 'Excellent' by the Independent Schools Inspectorate in its last inspection, with 475 children aged 2-13, enjoying a beautiful location, overlooking 100 acres of land. Our state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work with small class sizes and excellent resources throughout the school to provide a rich array of curricular and co-curricular opportunities.

We have an exciting opportunity to take on the role of Head of Learning Development. You will have the unique privilege of making a real difference to the progress of learners with Special Educational Needs and Disabilities (SEND) here at St Michael's, including those who are Gifted and Talented (G&T) or have English as an Additional Language (EAL). You will lead, manage, develop and maintain high-quality provision for inclusion throughout the school, enabling first-class teaching, excellent learning outcomes and success for all SEND pupils.

Working closely with the Head and members of the Senior Leadership Team (SLT), you will have overall responsibility for the day-to-day support of learners with SEND, communication with teachers, parents and external agencies where necessary, and leading a large Learning Development team. A position on the Senior Leadership Team may be available for the right candidate.

We can offer you:

A first-class working environment, supportive colleagues, competitive salary, small class sizes, free meals provided during term time; free parking on site; sick pay scheme; annual salary review; automatic enrolment to the St Michael's Pension Scheme for Teachers (currently TPS) and continuous professional development.

***St Michael's actively manages the inclusion of its people and values human diversity, believing that our different ways of being and thinking adds value to our school community. We are committed to creating and sustaining a more ethnically diverse workforce. In this regard, we welcome applications from people of all backgrounds who share our values in this area.***

If you would like to apply for this role, please send a completed teaching staff application form and equal opportunities form ([downloadable from our website](#)) together with a covering letter all in **word or PDF format**, explaining why you are the ideal candidate for this role to:

Kim d'Albertanson, HR Manager at:  
[recruitment@stmichaels.kent.sch.uk](mailto:recruitment@stmichaels.kent.sch.uk)

**APPLICATION DEADLINE:** 8am on Tuesday 6<sup>th</sup> December 2022

**INTERVIEW DATE:** Week commencing 12<sup>th</sup> December 2022

**Early applications welcomed**

*St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service and online digital presence checks if invited to interview.*

## **Job Description – Head of Learning Development (SENDCO)**

**Responsible for:** The development and delivery of first class, inclusive provision for pupils with special educational needs and disabilities (SEND), including English as an Additional Language and Gifted and Talented.

**Responsible to:** The Head  
Head of Pre-Prep  
Deputy Heads  
The Governors

### **Core purpose of the job**

The Head of Learning Development is required to:

- 1) Develop and maintain detailed knowledge of the needs of the children with SEND at St Michael's, taking a close professional interest in their individual development
- 2) Communicate clearly, accurately and purposefully with all members of the St Michael's community and with external agencies
- 3) Champion SEND within the school and advocate for difference, ensuring that children's needs are identified promptly, and that provision is in place for curriculum access and inclusion
- 4) Strategically lead, manage and develop the Learning Development team
- 5) Ensure that SEND data is accurately recorded, reported and accessible to relevant stakeholders

### **Key Responsibilities**

#### **1. Knowledge**

- Develop and maintain an excellent knowledge of the full range of Special Educational Needs, current research, initiatives, and modes of provision across the age range
- Build first-hand knowledge of children on the SEND register through observations, discussions, work scrutiny, assessments, teacher feedback etc.
- Use the knowledge gained to support creation of rigorous learning plans, provision mapping and pupil portraits for children with SEND

#### **2. Communication**

- To facilitate effective communication between the Learning Development team and teachers, ensuring that interventions and support are effectively and efficiently deployed and that outcomes are shared
- To liaise proactively with teachers and parents regarding any pupils with SEND in a timely manner
- To deal with all matters raised by parents promptly, consulting and informing other colleagues where needed, using established systems to keep all stakeholders informed of progress and changes at all times
- Liaise effectively with Speech and Language therapists, Educational Psychologists and any other outside agencies used to support pupils with SEND
- To liaise with the Director of Marketing and Admissions and any parents of prospective pupils with Special Educational Needs

- Develop and articulate a St Michael's vision for SEND in line with the objectives of the school development plan

### **3. Inclusion**

- Ensure that SEND children are identified quickly and provided with the required support for them to make progress throughout their education
- Constantly seek opportunities to improve the accessibility of the curriculum for children with SEND
- Ensure that lessons and activities delivered by staff provide appropriate challenge and support for all learners with SEND, meeting the full range of needs and using age-appropriate methods of delivery
- To support development of schemes of work throughout the school to ensure proper provision is made for pupils with SEND
- To play an active role in ensuring that teachers are equipped to deliver Quality First Teaching and providing appropriate training and updates to support this

### **4. Leadership and Management**

- Work with the Head and SLT to move forward the strategic plan for the future of St Michael's in line with whole school development objectives to include the needs of all our pupils
- Line manage all members of the Learning Development team and be responsible for their induction, mentoring, probation, performance management and CPD
- To oversee the work of all providers of SEND and EAL teaching within the school
- Ensure that SEND provision is excellent, meeting all requirements of the Inspection Framework
- Plan and timetable interventions and in-lesson support for all pupils across the school
- To manage the SEND budgets and resources (financial, human and physical), ensuring efficiency and value for money in their deployment
- Review and manage the EHCP process, from identification of need through application and delivery into ongoing review

### **5. Information Management**

- Monitor the effectiveness of interventions through the use of quantitative and qualitative assessment.
- Use the full range pupil data available to tailor support and track pupil progress meaningfully
- Ensure all compliance requirements are met, including supporting the Director of Finance and Operations in returning accurate SEND data via the census processes
- To maintain and update the SEND register and associated data management systems (SIMS and Provision Map)

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### **Person Specification**

We are seeking an inspirational, energetic and compassionate leader who can engage pupils, staff, parents and all other stakeholders in maintaining and developing a successful school, acting as an ambassador for our inclusive family values.

**Desirable Qualifications and Experience:**

- University degree, teaching qualification including QTS
- The national award for SEN co-ordination or level 7 specialist teacher qualification
- Experience of teaching and working with children with SEND
- Experience of developing, implementing and monitoring strategic plans
- Experience of financial, physical and human resource management
- Experience of leadership and management of staff and developing an effective team environment
- Knowledge of Safeguarding and other child related legislation

**Leadership and Management Skills:**

- Ability to articulate a vision and utilise effective strategies for delivery
- Ability to inspire and lead a diverse team
- Excellent communication skills (both written and oral)
- Excellent problem-solving and big-picture thinking skills
- Strong financial and resource planning skills
- Proficient ICT skills
- Ability to organise, analyse and use data effectively
- Ability to work with conflicting demands and timescales
- Ability to delegate

**Communication Skills:**

- Capacity to engage professionally and appropriately with a range of audiences
- Ability to maintain confidentiality and manage information flow sensitively
- Ability to take an active lead in promoting and maintaining a high-profile department
- Ability to maintain appropriate level of liaison with outside bodies, subject hubs/ teacher networks etc.
- Ability to maintain and foster links with parents and families through various means of communication
- Ability to lead team meetings and liaise with colleagues proactively to ensure high-level outcomes

**Personal Attributes:**

- A passion for developing young lives
- Strength as a team player with the ability to build a strong team ethos
- Ability to act as ambassador and professional advocate for the school
- Strong personal credibility and the capacity to build relationships
- Resilience and capacity to cope under pressure
- Sympathy with the Christian ethos and values of the School



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*“At St Michael's we work as a team: teachers, pupils and parents.”*

*-Deputy Head of Pre-Prep*

