



Perrott Hill

HEAD OF LEARNING SUPPORT

JANUARY 2021



Potential job applicants

Many thanks for taking an interest in the post of **Head of Learning Support** here at Perrott Hill. We very much hope you will want to apply to join our wonderful school team. The aim of this pack is to provide the job description and person specification within contextual information beyond that provided on our website. We are an ideally-sized Pre-Prep and Prep School of approximately 185 boys and girls, both day pupils and boarders, and are lucky enough to enjoy an idyllic location, having a wonderful site that overlooks rolling Somerset and Dorset countryside.



The post

We seek an engaging and encouraging Head of Learning Support with the enthusiasm and ability to bring excellent progress and enjoyment to their pupils' learning - often in a 1-1 capacity. This role is available from April 2021 (applicants for a September 2021 start will be considered) and would suit an experienced practitioner. Applicants should have a keen interest in helping provide the highest standards of pastoral care for our pupils, including building good relations with their parents through effective communication.

The school

The manor building dates from the end of the 19th Century and houses the reception rooms, Hoskyns Library, offices, two classrooms, staff room, Surgery and dorms. The Pre-Prep sits securely within the enclosed converted stables courtyard that is adjacent and the majority of teaching of Years 3-8 happens in purpose built classrooms to the west.

The whole site is some 28 acres, including several acres of woodland which provide a home for our Forest School and a venue for activities across the year. As well as the usual sports pitches, we have an AstroTurf pitch, a large Sports Hall with changing rooms, a heated outdoor pool and a large theatre. Over the summer of 2016 a new Music School was built and a boarding extension created. A new science development was opened in September 2017.

The school has received excellent reports from external visitors, from ISI in 2013 (where 'Excellent' was achieved in all categories), to the Good Schools Guide and the Tatler Schools Guide. In 2019, Perrott Hill was crowned Pre-Prep of the Year at the Independent Schools of the Year Awards and, last year, won the Supporting Junior Boarders award at the prestigious BSA (Boarding Schools' Association) Awards 2020. We were named as one of only seven finalists across the country for Prep School of



the Year at the Independent Schools of the Year Awards 2020 and were the only standalone prep school in the country to be shortlisted for the Brand Communications Award. We regularly feature in the national press and were highlighted as one of the 'best of the best preps' in The Week's Independent Schools Guide 2019. The most recent ISI inspection of Regulatory Compliance (November 2017) was extremely successful; all standards were met with no further recommendations.



The community

There's no doubt that our school's site helps to instil a very special sense of identity within the community, and both the staff and pupil bodies are welcoming, enthusiastic and full of a natural ease and warmth. Alongside this is a desire to achieve the very best and the school has an excellent scholarship record.

The school holds the retention of a true family ethos dear. There are girls' and boys' boarding houses which accommodate full, weekly and flexi boarders and boarding is an area of growth. Four sets of staff and families, and three Graduate Residential Assistants, live on-site, ensuring a proper homely feel for the boarders.

There are many ways in which the strength of the community as a whole is grown over the year: from drinks receptions with staff and parents of various year groups to staff/parent sports matches; from informal small-sided football once a week for all-comers to the annual fireworks evening and Christmas Fair; and from the Grandparents' Tea Party to the Summer Drinks Party.

The school supports a different charity each term; one local, one national and one international, and outreach to the local community takes several forms, including the Young Farmers' activity, the Year 8 Task Force and involving local primary schools in exciting events.

The parent body has a wonderful diversity, including parents who are farmers, occasional commuters to the City, authors, artists, consultants, pilots, bankers, hoteliers, chefs and many things in between. From this diversity comes a great benefit with regards the pupils' education: the ability to see 'success' in its many different guises.

The region

The region in which Perrott Hill is lucky enough to sit is simply a wonderful one in which to work and live. The Jurassic Coast of Dorset lies just 35 minutes away by road. The rolling countryside all around has formed the backdrop for several film adaptations of Thomas Hardy novels and yet Yeovil and Dorchester are within easy reach and all key conveniences are available just down the road in Crewkerne. The A303 can be reached in 10 minutes, providing comfortable access to Devon and Cornwall to the west, and south central England to the east. All around, there is a pride in regional arts, crafts and produce.



Job description

Job Title: Head of Learning Support

Responsible to:

- Director of Studies

Working hours:

- Term-time only (Monday to Friday 0800-1745) with the occasional Saturday for important events;
- The position is full-time but part-time applications will be considered;
- One evening duty per week until 1945;
- Occasional duty weekend, 1545 - 1800 Saturday, 1330 - 1745 Sunday, typically once per term;
- Staff are required to attend InSET dates at the start of each term.

Salary:

- According to Perrott Hill pay scale, based on experience;
- Staff receive a generous fee remission for any of their children attending the school.

Contract:

- Full or part-time and permanent



General responsibilities:

The main points of the job description are listed below but this is not an exhaustive list of responsibilities. In many ways, much of what the post entails is intangible and, by setting the right example and tone, the Head of Learning Support will achieve this by their presence and actions.

- promote enthusiastic learning through engaging and creative teaching that aims to inspire the children;
- set a first rate example to all pupils;
- promote the aims, values and ethos of the school, including the upholding of excellent manners;
- teach the pupils in your care according to their individual educational needs, thus incorporating differentiation and, where appropriate, Assessment for Learning;
- ensure personal understanding and implementation of the school's policies;
- thus, to take responsibility for teaching and marking work in accordance with school and/or departmental policies;
- ensure all Health and Safety obligations are adhered to;
- maintain ongoing professional practice such as would ensure the best progress for pupils and successful ISI Inspections when the occur;
- oversee the use and storage of teaching materials;
- provide detailed written reports for each child using the school management system;
- in liaison with the Director of Studies, plan efficiently for updating classroom resources;
- in liaison with the Deputy Head, plan and co-ordinate any relevant educational trips;
- engage positively with the school's Professional Development and Review programme;
- attend parent-teacher consultations and other occasional whole-school events such as prize givings and sports day (one Saturday a year in June) at the request of the Headmaster;

- at all times, exercise responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible, or with whom s/he comes into contact in a manner compliant with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the Designated Safeguarding Lead;
- carry out the normal duties of all teachers as set out in the Staff Handbook and as directed by the Headmaster;
- perform any other duties as may be reasonably expected by the Headmaster.



Specific responsibilities:

- lead and manage the Learning Support team, giving regular feedback and managing departmental professional development;
- manage the departmental resources within the budget;
- maintain and enhance the profile of Learning Support throughout the school, particularly with the academic departments;
- lead and practise whole school teaching and learning initiatives, including developing and delivering appropriate pupil support within the curriculum and across all age groups from 3-13;
- develop and use effective assessment and moderation systems;
- identify and co-ordinate the use of appropriate sources of external support and expertise - for example with education and health professionals and agencies;
- maintain and update the SEND provision list;
- lead the screening of pupils, in-house assessments and identification of pupils with undiagnosed SpLDs, mindful of compliance with/obligations under the Equality Act 2010;
- liaise with transfer schools as required;
- lead with applications for CE concessions, referring to and collaborating with colleagues as necessary;
- work closely with the Deputy Head and Director of Studies to undertake duties and responsibilities identified as within the remit of Learning Support;
- teach pupils in 1-1 and group settings, assisting them to learn as effectively as possible both inside and outside the classroom;
- teach, on a 1-1 basis, pupils who have been identified as having a specific learning difficulty;
- prepare internal and external reports as necessary;
- develop individual education plans which identify clear targets and success criteria;
- share any relevant queries and concerns at the weekly staff meeting;
- ensure excellent communication with parents at all times.

Person specification:

- Applicants must have a good honours degree, a formal inclusion qualification such as SpLD Level 7 / SENCO qualification and experience of teaching and supporting pupils with SEND;
- A well-developed sense of responsibility and self-motivation is a must, as is a strong understanding of SEND and inclusion including legislation and government guidance.

The post begins from InSET preceding the term in which the candidate starts. The closing date for completed applications is 0900 on Monday 22nd February, with interviews scheduled for the w/c 1st March.

Applications will only be accepted from candidates completing the school's own application form in full. CVs will not be accepted in lieu of a completed application form without good reason, although they may be included to support it. The Safeguarding and Child Protection Policy and Staff Code are sent out with each request for an application form and completion of the form is taken to constitute having read and fully subscribed to both documents in their entirety. An Equal Opportunities Policy is available upon request.

- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared;
- Applicants should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post;
- The successful applicant will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service;
- We will seek references on short-listed candidates before interview and may approach current and previous employers to verify particular information.

Applicants should indicate on their application form in the appropriate place if they do not want referees approached without their specific permission to do so;

- If a short-listed applicant is currently working with children, on either a paid or voluntary basis, the relevant employer/organisation will be asked to disclose disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and asked also if the applicant has been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If a short-listed applicant is not currently working with children but has done so in the past, that previous employer/ organisation will be asked about the above matters. Where neither current nor previous employment has involved working with children, a short-listed applicant's employer will still be asked about their suitability to work with children, although they may, where appropriate, answer 'Not applicable' if the applicant's duties have not brought them into contact with children or young persons;
- Applicants should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been appointed, and possible referral to the police and/or the Department for Education's Children's Safeguarding Operation Unit.



How to apply

Please email your letter of application, completed application form, the names and contact details of three referees and a recent passport style photograph to the Headmaster via his PA, Clare Tootill, on ctootill@perrotthill.com.



Invitation to interview

If an applicant is invited to interview, this will be conducted in person (or via Zoom if this is not possible), and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- a current driving licence including a photograph;
- a passport;
- a full birth certificate;
- a utility bill or financial statement showing the candidate's current name and address;
- National Insurance number;
- where appropriate, any documentation evidencing a change of name.

Please note that originals of those documents above not relating to qualifications are necessary. Photocopies or certified copies are not sufficient.

Conditional offer of appointment: Pre-appointment checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references;
- verification of identity and qualifications;
- a clear check of the Department for Education's List 99;
- a satisfactory Disclosure and Barring Service Enhanced Disclosure;
- verification of any professional status (such as QTS Status for teachers);
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- A clear EEA check for those who have previously taught abroad within the European Economic Area;
- verification of medical fitness;
- signed a confirmation slip that they have read and understood the child protection policy and Keeping Children Safe in Education (2019);
- completed a staff suitability self-declaration form (disqualification by association);
- undergoing safeguarding training. For the appointment to be confirmed as permanent, satisfactory completion of the probationary period must be achieved.

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PLEASE NOTE:

Where a candidate is:

- found to be on the DBS barred list or is subject to a Prohibition Order issued by the Secretary of State; and/or
- found to have provided false information in, or in support of, his/her application; or
- found to be the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and the DBS/ NCTL.

