



MOYLES COURT SCHOOL

Head of Learning Support (SENCo)

Moyles Court wishes to appoint a part time Head of Learning Support from February 2025 to join our flourishing and expanding school. We are seeking a highly qualified practitioner to lead this important department, with the primary aim of ensuring that the needs of our pupils continue to be supported. The successful candidate will have experience of teaching literacy, numeracy and study skills to pupils with a range of learning differences and will have a thorough knowledge of a range of appropriate learning strategies. Moyles Court is a co-educational day and boarding school from 3 to 16 years. It is a thriving, friendly and happy school with a strong belief in traditional family values. Class sizes are small, and the school prides itself on the individual attention it is able to give to all of its pupils. As part of a dynamic and popular team, you will be expected to enthuse, engage and inspire our pupils within our beautiful New Forest setting.

We very much look forward to receiving applications and welcoming prospective candidates to our wonderful school. Should applicants wish to visit us or speak to the Headmaster or the Deputy Headmaster in advance, please contact us via email at HR@moylescourt.co.uk

About Learning Support at Moyles Court

Learning Support, or Enhanced Learning as it is referred to at Moyles Court, is a well-established and integral part of the school. It is offered to those children who may need additional support to reach their full academic potential. Early identification of pupils' strengths and weaknesses underpin effective individualised support and comprehensive screening procedures take place for new entrants to the school, followed by further individual assessment outside of school where necessary. Additional lessons are provided in small groups to help pupils develop greater self-awareness, self-confidence and an ability to further develop their academic capabilities.

This role will be three days a week and can be supplemented with additional Learning Support teaching hours if required.



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Job Title	SENCO
Reports to	Headmaster / Deputy Headmaster
Line management	EL Department (two other part time EL teachers)
Starting Salary	Competitive dependant on qualifications and experience
Pension	All Staff are automatically enrolled onto the Moyles Court Pension Scheme
School fee remission	Staff fee remission is granted in accordance with the provision at the time of commencing employment at Moyles Court School
Other benefits	In term time Staff are provided with free lunch in the School Dining Room and tea and coffee at break times Small Class sizes Idyllic New Forest location A School that places Well-Being at its heart



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Duties and Responsibilities for the Head of Learning Support

Leadership Responsibilities

- Keep up to date with current legislation and recommend updates to the School SEND policy as appropriate
- Work closely with the Head/Deputy Head & Head of the Junior School to develop the strategic direction of the SEND department
- Lead others working in the SEND department with a clear strategy and direction, and offer support and guidance as required
- Be responsible for the Learning Support budget.
- Attending departmental meetings and sharing departmental responsibility; attending staff meetings and School or departmental INSET; seeking opportunities for professional development; participation in induction arrangements.
- Maintain and update Learning Support information for all staff
- Liaise with parents regarding Learning Support issues including matters arising from external assessments. Teaching and Learning Responsibilities
- Ensure the department offers additional learning support sessions for identified pupils in each year, tailored to their needs.
- Provide tests to assess the performance of all new pupils joining the school, identifying those who should receive additional support.
- Create a Profile on pupils who have been assessed by an external assessor (e.g., Educational Psychologist, Specialist Teacher) including profile of learning issues, suggested strategies and review date.
- Oversee administration of all documentation on SEND pupils ensuring efficient access for other relevant staff.
- Liaise with the Examinations Officer to ensure suitable Access arrangements are in place for external and internal examinations.
- Attend Parents' Evenings, well prepared, to discuss the work and progress of pupils with parents, write appropriate reports and references and ensure that any follow-up work is carried out.

Pastoral Care Responsibilities

- Be familiar with the school's Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children.
- Consult with other tutors and boarding house staff over individual pupils and co-operate in any agreed courses of action.
- Communicate with the parents of pupils and with external agencies concerned with the welfare of individual pupils, after consultation with appropriate staff.
- Alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.

Responsibilities as a Member of the Moyles Court Community

- Contribute to the school community, to support its distinctive mission and ethos and to act as a role model to pupils.
- To represent the Learning Support Department at Moyles Court and take part in marketing and liaison activities such as open days and evenings, and events with partner schools.
- To take an active part, with all members of staff, in ensuring good relations are made with all members of the local and wider community and that the School is always promoted positively.

- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Engage actively in the performance management review process.
- Comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- Undertake any other key tasks which the Head may reasonably assign.



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Head of Learning Support (SENCo) Person Specification Criteria Qualifications

The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and, we hope, by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

Qualifications

- Qualified Teacher Status
- Good honours degree
- SENCO Qualification (or near completion)

Experience

- Experience and ability to teach and differentiate across a wide spectrum of needs and abilities
- Experience of teaching literacy, numeracy and study skills to pupils with a range of learning differences and will have a thorough knowledge of a range of appropriate learning strategies. Knowledge, skills and abilities
- Knowledge of current SEND strategies and the ability to confidently share thoughts and ideas
- Proven ability to use a wide range of teaching strategies and materials in order to meet the needs of individual students; setting high expectations amongst all students; understanding a wide range of specific difficulties and how they can be supported in individual lessons and in the classroom
- Able to engage pupils in learning through active teaching strategies
- Good level of ICT competence
- Able to communicate effectively orally and in writing
- Able to demonstrate effective planning and teaching skills

Personal Characteristics

- An enthusiastic and approachable nature
- Professional, friendly, diplomatic and patient approach
- Excellent oral and written communication skills
- A positive motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Ability to gain confidence and support of parents
- Excellent time management and organisational abilities, and able to meet deadlines
- Experience of working as an effective team member, inspiring colleagues and pupils to high expectations and standards
- A good sense of humour and an optimistic, adaptable style

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

How to apply

Application forms should be completed and addressed to the Headmaster, Mr. Craig Wardle, and should be sent to Mrs. Laura Lask, Moyles Court School, Ringwood, Hampshire, BH24 3NF or via email to HR@moylescourt.co.uk.

Early applications are encouraged and will be considered on receipt and to be received no later than **Friday 14th February 2025 (9am deadline)**.

Moyles Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.