



GREAT WALSTEAD
SCHOOL

Great Walstead is a dynamic Independent Day School nestled in the glorious Sussex countryside on a site of 250 acres, surrounded by fields and woodland. The School seeks to nurture academic ability, kind character and a spirit of adventure in our pupils whose ages range from 2 ½ to 13 years old. The School believes that children are born creative, curious and imaginative.

We are looking to appoint a

Head of Learning Enhancement to start September 2025

Accommodation may be available

Competitive Salary, plus an extensive benefits package including a generous pension contribution, death in service, use of the extensive grounds out of working hours, free meals during term time, free staff parking and an employee assistance programme.

This position is a superb opportunity for a qualified, dynamic teacher to provide high quality SEN teaching through the school. There is a Head of Department allowance payable for this position in addition to a competitive salary.

The successful candidate will be

- a well-qualified SEN teacher with the ability to manage the learning support provision and support programmes to meet the aims and objectives of the School,
- provide the leadership and direction for the Learning Enhancement department
- ensure that the school is following the SEND policy responsible to review and update
- Interpret educational assessments and support teachers in devising and delivering suitable programmes for children using the assessment data.

Further details and an application form can be obtained at the School's website
<https://www.greatwalstead.co.uk/contact-us/jobs-opportunities-sussex-school/>

Closing date for applications: Noon, 29th April 2025

Applications will be considered as they are received and the school reserves the right to appoint at any point during the application process.

The School is committed to safeguarding and promoting the welfare of children and expect all of our staff to share this commitment. The successful candidate will be required to undertake an enhanced disclosure via the DBS and to register with the update service

Great Walstead is an Equal Opportunities Employer.

Data Handling – please refer to Great Walstead's Data Protection Policy and Privacy Notice which can be found on the School's website

Registered Charity No 307002





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Job Description

Job Title: Head of Learning Enhancement
Responsible to: Headmaster

Great Walstead is a co-educational day school of 300 pupils from 2½ to 13 years. Up until September 2024 it was a stand-alone prep school but is now part of the Family of Schools of Ardingly College. Great Walstead continues to operate on its own site set in 250 acres of woodland. The classrooms are all recently modernised and other facilities include a swimming pool, floodlit Astroturf and drama studio. The Learning Enhancement Department is situated in the heart of the school with designated teaching areas. We are not a highly selective school, but it is important that pupils who attend are able to access the curriculum and to that end there is a gentle selection process for pupils joining the school.

The Learning Enhancement Department consists of full and part-time members of staff and is an integral part of the school that works effectively with teachers across the Prep, Pre-Prep and Pre-School.

The main purpose

To provide the leadership and direction for the department and ensure that it implements strategies for learning enhancement (LE) within the school. To ensure that the department is managed and organised to meet the aims and objectives of the school and the LE offer; the following are the main areas of focus:

- Manage the LE team, ensuring smooth running of lessons and effective deployment of LE staff, where appropriate, throughout the school.
- Collaborate with the Deputy Head Academic to ensure high standards of teaching and learning across the department and school.
- To ensure that the school is following the SEND policy and review and update according to the school policy cycle.
- Interpret educational assessments and support teachers in devising and delivering suitable programmes for children using the assessment data.
- Identify and implement assistive technology, in liaison with the IT Department, and make available to pupils with SEND.
- Identify and facilitate access to specialist agents and services to assist in meeting pupils needs.
- Effectively manage the department budget.
- Communicate directly with parents and ensure relevant information about provision, targets, achievements and progress are provided in a timely and supportive manner.
- Organise and oversee the writing and circulation of appropriate IEPs for all pupils that require them.
- Keep up to date with knowledge of national and local initiatives and impacts on practice.
- Liaise with the SMT regarding staff INSET requirements.

Under the sub-headings below the Head of Learning Enhancement will:

Teaching and Learning

- Liaise with staff, parents, professionals and other agencies to provide children with SEND appropriate support and high-quality teaching.

- Identify and promote effective teaching approaches for pupils with SEND.
- Monitor teaching and learning activities to meet the needs of pupils with SEND.
- Assessing potential pupils on taster days.
- Feeding back to the Headmaster & Admissions Manager on the suitability of potential pupils, and possibly their parents if required.
- Liaise with schools when transferring pupils with SEND, to promote continuity of support and learning.

Recording and Assessment

- Ensure the school keeps the records of pupils with SEND up to date.
- Set targets for raising achievement among pupils with SEND.
- Monitor and maintain systems for identifying, assessing and reviewing SEND.
- Update the Headmaster and governing body on the effectiveness of provision for pupils with SEND.
- Facilitate the understanding of the learning needs of SEND pupils and the importance of raising achievement among pupils.
- Attend parents' evenings and communicate effectively with pupils, parents and staff.
- Attend Head's of Department meetings
- Analysis tracking data with Deputy Head Academic.

Leadership

- Liaise with and oversee the work of the special needs teachers and LE staff.
- Liaise with the Deputy Head (Academic) as appropriate.
- Liaise with the Deputy Head (Academic) on special examination arrangements and extra time allocations.
- Assist the Deputy Head (Academic) to provide training opportunities for learning support assistants and teachers to develop their knowledge and practice of SEND.
- Disseminate good practice in SEND across the school.
- Identify resources needed to meet the needs of the pupils with SEND and liaise with the Assistant Bursar regarding resources and disbursements.
- Maintain awareness of government initiatives relating to Learning Support SEND and prepare policies and departmental targets as required.
- Provide timetables for the LE teachers and staff.
- Provide LE lessons' billing data to finance department.
- Liaise with the Admissions Manager when taster days are booked with potential pupils.
- Assist in appointing new staff to the department as required.
- Mentor members to the department within the guidelines to the Staff Appraisal scheme.
- Produce, for teachers, summary information of external specialists assessments reports.

Standards and Quality Assurance

- Support the aims and ethos of the school, and contribute and support the spiritual side of school life.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open mornings.
- Uphold the school's behaviour code and uniform rules.
- Participate in INSET.
- Attend team and staff meetings.

Other Duties and Responsibilities

- Offer pastoral support as appropriate to pupils and parents.
- Take responsibility for the Learning Enhancement rooms including display.
- Teach a caseload of LE pupils.
- Continue to develop and update ICT skills.

Person Specification: Head of Department

Selection Criteria	Essential	Desirable	Assessment
Qualifications	<p>Specialist Teacher qualification at Level 7 or equivalent.</p> <p>Willingness to keep up to date with SEND policy and practice and JCQ/ISEB Access Arrangements.</p>	<p>Good honours degree.</p> <p>PGCE, QTS or equivalent.</p> <p>Hold current Assessment Practice Certificate</p>	Certificates
Experience	<p>Successful Specialist teacher. Successful managerial experience.</p> <p>Demonstrates a keen interest and empathy for pupils with SEND.</p> <p>Successful track record of delivering staff training Proven ability to use school data to identify and monitor pupil progress</p>	<p>Holding/held role as second in department/ SENCO with younger age pupils.</p> <p>Specialist teaching experience across Prep and Pre-Prep age range.</p>	Application Form and Interview
Skills	<p>Self-awareness.</p> <p>Approachable and adaptable.</p> <p>Experience of successful promotion and development of learning strategies/ differentiation.</p> <p>Excellent communication skills.</p> <p>Excellent record keeping and security of accurate and confidential information.</p> <p>Ability to work with a wide range of staff both internal and external.</p>		Interview
Personal Qualities	<p>Ability to inspire and motivate pupils and colleagues.</p> <p>Ability to liaise with parents/teachers and outside agencies.</p> <p>Ability to prioritise effectively and meet deadlines.</p> <p>Willingness to keep up to date with school system/ICT and administration on how to integrate information on SEND pupils.</p> <p>Ensure confidentiality and security of SEND information.</p> <p>Awareness and understanding of safeguarding and welfare of children.</p>	<p>Willingness to contribute to the wider life of a busy school.</p>	Interview

Terms and Conditions

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headmaster to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but following consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Safeguarding responsibilities:

- This role will involve daily contact with pupils and you will be engaging in regulated activity relevant to children
- All staff and volunteers have a responsibility for promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.