



Bancroft's School

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www.bancrofts.org



Job Description for the position of
Head of Learning/SEND



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THE ROLE AND RESPONSIBILITIES

The Role

We are proud of the support we offer all our students at Bancroft's; we are an inclusive, academically selective school with the belief that each pupil in our community, with the right support, can become the best version of him- or herself. We are seeking an enthusiastic and dynamic individual to lead our Learning Support Department in providing intervention and advice in order to facilitate the learning of all pupils at Bancroft's, both inside and outside the classroom. The successful candidate will be responsible for ensuring that the learning needs of pupils across the Senior School are met. She/he will be expected to further develop our Learning Support Department, expanding provision in innovative ways to ensure that all pupils and staff recognise that the department can offer them support should they need it, not only those with specific learning difficulties.

This role reports to the Deputy Head Academic.

Responsibilities/Accountabilities:

Strategic Leadership

- Providing a strategic vision for the Learning Support Department in line with current best practice nationally
- Providing leadership and expertise for developing whole school strategies to improve the study skills of all pupils, working closely with the relevant academic and pastoral leaders
- Developing strategies to ensure that all academic and support staff across the school are confident in supporting the learning needs of all pupils, be they due to a specific learning difficulty, SEND or due to emotional, health or other needs

Assessment, screening & access arrangements

- Take the lead with screening pupils, conducting in-house assessments and identifying those with learning needs
- Arrange (and undertake as applicable) assessments in response to referrals from teachers, parents or pupils and give informed advice as to whether further assessments are needed
- Keep a register of SEND pupils and ensure that the appropriate documentation is completed to satisfy JCQ regulations regarding access arrangements
- Work with the School's Examinations Officer to keep up to date with Examination Board requirements and JCQ regulations for access arrangements. Ensure that all legal requirements and statutory responsibilities are met for pupils with SEND.





Leadership and management of the department

- Line-managing the specialist staff within the department
- Holding regular departmental meetings and lodging minutes with the Deputy Head Academic
- Identify and share best practice within the department
- Conducting an annual review for each member of staff within the department
- Supporting the professional development of staff within the department
- Managing the departmental budget
- Recruiting and inducting new teachers/support assistants into the department
- Arranging and maintaining the timetable of 1-1 and group support sessions and overseeing in-class interventions

Responsibilities in relation to the pupils

- Maintain oversight of the progress of all pupils on the Learning Support Register
- Set targets for improvement and monitor outcomes
- Get to know the pupils well and ensure that they are comfortable in working with staff in the department and can communicate any concerns about their progress or provision
- Organise regular review meetings for pupils with all relevant staff, the pupil and the parent

Communication

- Working closely with Heads of Department and teachers to ensure identified learning needs within and outside the classroom are met
- Liaising with House staff closely to support pupils on the Learning Support Register
- Delivery of whole school INSET training where necessary
- Keeping accurate and secure records in line with GDPR requirements, maintaining the school's Learning Support Register and sharing information appropriately
- Maintaining relationships with parents and children on the Learning Support Register and ensuring that parents receive regular updates on their child's progress
- Liaison with external agencies where necessary
- Working with the Head of Lower School, the Prep School and other feeder schools to ensure that the transition to Senior School is supported
- Write, implement and update, as necessary, the School's Special Educational Needs and Disabilities Policy
- Attending Parents' Evenings
- Attending Heads of Department Meetings





Additional Work Elements:

This job description is not an exhaustive list of all responsibilities or duties but reflects the major core of the role. The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Bancroft's School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School expects all staff, contractors, Governors and volunteers to share this commitment.



THE PERSON

Essential Criteria:

- Be educated to degree-level
- Hold relevant additional professional qualifications
- Be a team player with ability to work flexibly as part of a diverse team
- Have excellent written and verbal communication skills
- Have a commitment to safeguarding and the welfare of students
- Have the ability to motivate and inspire students
- Excellent interpersonal skills.
- Have a sense of humour and a genuine understanding of and liking for teenagers

Desirable Criteria:

- QTS
- Have experience in a similar school of high-achieving pupils
- Excellent IT skills.
- Demonstrate a commitment to the ethos of Bancroft's School

Bancroft's is a forward looking, modern school; a centre of excellence for the twenty-first century





THE DEPARTMENT

The Learning Support Department meets the needs of students with Specific Learning Differences and those with other learning needs. The Department consists of a full-time Head of Learning/SEND and two full-time Learning Support Assistants. Support for students is offered on a weekly basis on a one-to-one, small group or classroom basis. All Learning Support sessions are funded by the school.

BANCROFT'S SCHOOL

Bancroft's School was founded by the Drapers' Company in 1737 on the Mile End Road as a day-school for local boys from a diverse range of backgrounds; the School has come a long way geographically and institutionally since then but remains committed to pupils from a wide range of backgrounds and has a long tradition of excellence.

We are now a co-educational independent day school for around 1200 pupils from 7 to 18 and an unashamedly aspirational school, devoted to scholarship and intellectual inquiry. We aim to provide an atmosphere in which each child can flourish and we believe that children succeed when they take full advantage of the huge range of different opportunities we provide – whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music and attending some of our numerous clubs and societies, our pupils challenge themselves and learn by taking part wholeheartedly in school life.

We have the highest expectations for every child in the School and we support, encourage and nurture each individual; we want our pupils to enjoy life to the full, make enduring friendships and grow up in a friendly, safe but challenging environment.





Bancroft's School

At Bancroft's we continually strive to ensure that all our pupils leave here with the confidence, self-awareness and knowledge to thrive in the world beyond, as well as taking with them an awareness of others and an abiding curiosity about the world.

Bancroft's has a selective 5 or 6 form entry at 11+, with just under half the pupils coming from the Preparatory School. The school uses its own entrance exam and admits boys and girls in equal proportions. There is a further small entry at 16+, and most pupils stay into the Sixth Form. Public examination results are very strong and place Bancroft's among the top co-educational schools in the country.

In 2017, 90% of all A-level exams taken by Bancroftians were graded A*, A or B, and 67.4% A* or A compared with the national level of 25.8%. 32.6% of all A-levels sat achieved the top grade of A*, again significantly higher than the national average which has been around 8% over the past years.

Almost all of the Upper Sixth go on to Higher Education, with the majority to top Russell Group universities and in 2017, 23 to Oxford and Cambridge.



REMUNERATION

The successful applicant will receive an attractive salary package according to experience and expertise. Benefits include private medical insurance, pension, and concessionary fees for children attending the school (dependent upon academic assessment).

HOW TO APPLY

An application form is available to download from the School website, <http://www.bancrofts.org/about-us/employment-opportunities> or by emailing recruitment@bancrofts.org

Bancroft's School is committed to safeguarding and promoting the welfare of children and applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

