



**ST PAUL'S**  
GIRLS' SCHOOL

## **Job Description**

### **Head of Learning Support / SENCo**

**Required from April 2025**

**Full time, Permanent**

**Salary: competitive rates based on teaching experience and qualifications**

### **The School**

St Paul's Girls' School is one of the country's leading independent schools for girls aged 11-18, with approximately 780 students. It is an extraordinary school, offering a classical yet forward-thinking education, rooted in a love of academic discovery and enriched by a broad co-curricular programme, nurturing wellbeing provision and a strong commitment to partnerships and community initiatives. Aspirations and achievements go well beyond what one would normally expect from a school, making St Paul's an exciting, lively, and stimulating place in which to work.

Full details of the school, including our curriculum and public exam results, are available on our website at <http://www.spgs.org>

### **The Post**

St Paul's Girls' School are looking to appoint a Head of Learning Support and Special Educational Needs Co-ordinator (SENCo). The post combines operational, monitoring, and strategic development roles to oversee and contribute to the current values of the school:

1. To promote SEND student voices.
2. To develop staff confidence and skills in teaching SEND students.
3. To develop students' skills re: learning to access teaching and learning.
4. To develop the school community's awareness and understanding of SENDs
5. To communicate effectively with parents and external specialists.
6. To support SEND students through key transitions e.g. Year7, Year 12, and university.

## **Duties**

### Operational tasks:

Work collaboratively to create departmental development and action plans

Review and update Learning Support Policy

Ensure SEND Register is regularly updated

Ensure IEPs are accessible to relevant staff and are regularly updated

To oversee provision map for students who require additional support

Oversee the collation of exams evidence for UK public exams and assist the exams officer in on-line applications for access arrangements.

Oversee access arrangements procedures for university exams

Oversee and process accommodations for US exams

Assist the exams officer in the setting up of SEND exam rooms for public and university exams.

Liaise with Admissions department to ensure access for 11+ and 16+ SEND candidates, communicating with parents and primary schools as needed.

Oversee screening for year 7 students on their arrival.

Provide SEND training for new staff and ECTs

Provide/organize whole staff SEND INSET or twilight sessions to develop interest in/understanding of SEND and practical ideas to develop inclusive teaching practice.

Contribute to parental discussion meetings about SEND or Exam preparation.

### SEND Monitoring and Evaluation tasks

Carry out classroom observations to monitor SEND student progress and to help teachers develop inclusive teaching practices.

Review effectiveness of 1:1 teaching sessions.

Liaise regularly with Heads of Year to review progress and needs of SEND students.

Attend Parents Evenings.

### SEN Development tasks

Develop collaboration with St Paul's Boys' School

Develop collaboration with the wider members of the Wellbeing team (e.g. School Counsellors).

Develop collaboration with Inclusion team.

Develop awareness raising collaborations with individual subject departments.

Contribute to the furthering of staff awareness and use of accessibility features on IT packages used by students and the school.

### HOD responsibilities include:

Attend HOD meetings twice a term.

Regular meetings with departmental members to promote reflective practice and further CPD

Associated administrative responsibilities e.g. probationary reviews, recruitment.

### **Person Specification**

The successful candidate will be committed to the SPGS values and ethos.

- Strong listening skills
- Good insight into the demands of the school day and homework for students in a highly academic environment
- Strong organizational and planning skills
- Strong communication skills both oral and written
- Energy and readiness to work in a high-paced environment
- Ability to be calm under pressure
- Ability to manage difficult conversations
- Willingness to be involved in the wider life of the school.

**Qualifications: Essential**

SENCo qualification Level 7 OCR diploma /equivalent

Experience teaching in secondary education

**Qualifications: Desirable**

CPD training relating to SEND e.g. Executive Functioning/developing students' organizational skills.

**Experience: Desirable:**

Experience of GCSE and A Level exam administration and invigilation

Working knowledge of US exams e.g. ACT and SATs (training can be provided).

**Reports to:** Director of Studies

**Application and interview procedures**

Please submit applications using the forms provided on our website [www.spgs.org/vacancies](http://www.spgs.org/vacancies). A covering letter addressed to the High Mistress outlining how you match the criteria above must also be submitted. In addition, we ask candidates to provide details of qualifications and experience and the names, addresses, telephone numbers and e-mail addresses of two professional referees, one of whom should be the head of the applicant's present or most recent employer.

The school will shortlist applications as they are received and interviews might be arranged on a rolling basis, so early application is recommended. We will acknowledge all applications and if you do not receive an acknowledgement, it is advised that you e-mail or telephone to confirm that your application has been received. Candidates who have not heard further from us within two weeks of the closing date should assume that the post has been filled.

**Closing date: Wednesday 8 May 2024, midday**

**Interviews: Week commencing 13 May 2024**

**Disclosure and Barring Service (DBS) and overseas police checks**

St Paul's is a "registered body" under the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) before we can confirm an offer of employment. Unless you are a member of the DBS Update Service you will need to apply for a new disclosure, even if you already hold one. Former members of staff who are not on the Update Service who re-join us also require fresh disclosures unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for 3 months or more within the past 10 years, you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

## **Safeguarding guidelines**

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with our child protection policy statement at all times. 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 at St Paul's, s/he must report any concerns to our safeguarding designated person or to the High Mistress.

### **Contact details:**

Human Resources Department

St Paul's Girls' School

Brook Green

London W6 7BS

Tel: 020 7603 2288

[recruiting@spgs.org](mailto:recruiting@spgs.org)

[www.spgs.org](http://www.spgs.org)