



ST EDMUND'S  
SCHOOL  
CANTERBURY

# HEAD OF LEARNING ENHANCEMENT

**(SENDCO)**

CANDIDATE PACK

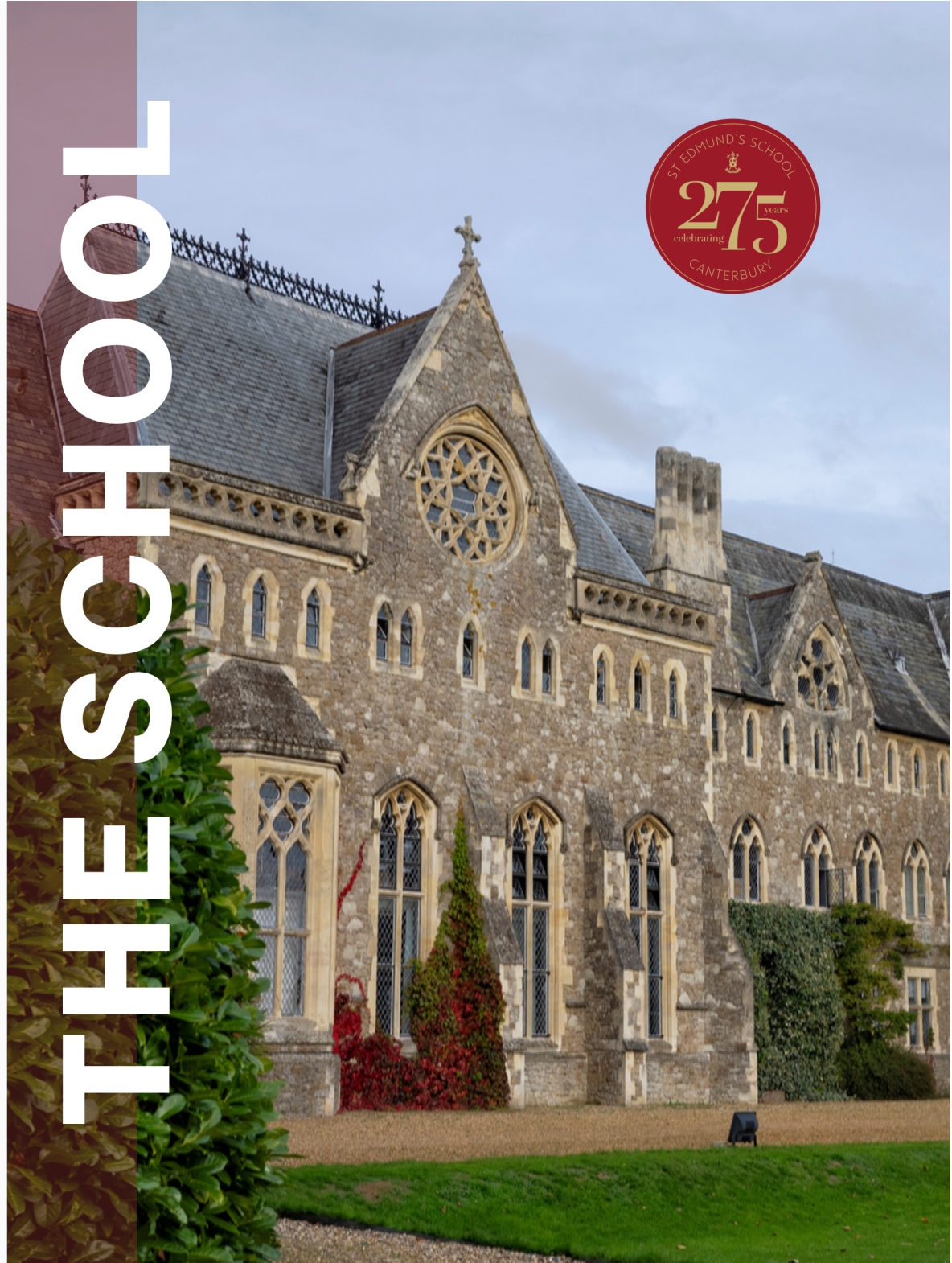
STEDMUNDS.ORG.UK



St Edmund's School is a 2-18 independent, co-educational, HMC day and boarding school. Our Nursery & Pre-Prep, Junior and Senior Schools are all located on the same site in Canterbury. This year, St Edmund's is celebrating its 275th anniversary.

The school aims to be a caring and disciplined community informed by Christian principles that encourages pupils to become 'the best that they can be'. It seeks to enable pupils to take pride in their achievements, be humble and responsible members of society and leave equipped to make a success of their personal and professional lives.

During the headship of Edward O'Connor, school numbers have climbed to record levels (currently 650) and St Edmund's is known for being a friendly, academically ambitious and creative community. St Edmund's was judged as excellent on all measures in its most recent ISI inspection and won the Independent School of the Year Award for Performing Arts in 2023. In March 2024, the school received a NACE Challenge Award in recognition of outstanding provision for able and gifted students. This summer work will be completed on Academic Hub Phase 2 – a new state of the art classroom block.





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WELCOME FROM THE HEAD

Thank you for your interest in the role of Head of Learning Enhancement/SENDCO at St Edmund's School. We are looking for an experienced and dedicated leader to continue the excellent work of our SEND department and ensure that students with special educational needs and disabilities are fully supported throughout their time at the school. This role is crucial to providing the inclusive and nurturing environment we strive for, allowing every student to reach their full potential.

In this candidate pack, you will find a detailed overview of the position as well as an introduction to the ethos and values that define St Edmund's. Should you have any questions, we are more than happy to assist. I also encourage you to explore our website, which offers a deeper insight into our school community, our approach to education, and our commitment to inclusion.

As part of the Senior Leadership Team, the successful candidate will play a pivotal role in the strategic development of SEND provision, working collaboratively with teachers, parents, and external specialists to ensure the highest standards of care and support. We are proud of our team and resources, and the Head of Learning Enhancement will work closely with our Junior School SENDCO to ensure continuity and excellence in SEND provision from early years through to senior school.

We are excited to welcome applications from individuals who share our passion for inclusive education and look forward to meeting candidates who can bring fresh ideas and leadership to this vital role.

**Edward O'Connor**  
Head

# OUR ETHOS

- Our pupils thrive in a supportive, nurturing environment with high-quality teaching and a holistic approach that fosters creativity, leadership, and original thinking.
- A broad curriculum and diverse co-curricular activities help pupils find their path and grow to their full potential.
- Small class sizes allow personalized learning, ensuring pupils receive the attention and challenge they need to excel.
- Every pupil is known and understood.
- Educating children from ages 2 to 18 fosters a strong family atmosphere and sense of community.
- St Edmund's nurtures original thinkers with the skills to become future leaders and decision-makers.
- Highly-qualified teachers provide inspirational instruction, vibrant debate, and individual attention in every classroom.
- Pupils develop learning skills through projects and research, promoting original ideas and multi-dimensional thinking.
- Pupils are encouraged to achieve the highest academic standards they are capable of throughout their time at St Edmund's.





# ROLE AND DEPARTMENT

<b>TITLE</b>	Head of Learning Enhancement (SENDCO)
<b>TYPE OF POST</b>	Full-Time Permanent
<b>GRADE</b>	St Edmund's Leadership Scale
<b>START DATE</b>	April 2025

## THE DEPARTMENT

The Head of Learning Enhancement (LE) is the Senior School's Special Educational Needs and Disability Coordinator (SENDCO), providing support and advice for pupils and teachers with the aim of allowing all pupils to learn as effectively as possible, to achieve their full academic potential and to play a full part in the wider life of the School.

The appointee will be a well-qualified and experienced SEND specialist.

There are four SEND teachers in the Senior School Learning Enhancement Department (one of which is the Head of Department, and another which is the Assistant SENDCO) who teach pupils individually and provide in class support for pupils in Year 9-13. Additionally, there are four Learning Support Assistants (LSAs) who work closely with students with Education, Health and Care Plans (EHCPs), providing in class support and bespoke intervention.

The current Head of Department oversees the assessment and provision of examination access arrangements in examinations. The other teachers specialise in exam arrangement assessment and specialist teaching and support. There is effective liaison between the teachers and LSAs as well as with their counterparts in Junior School.

The Learning Enhancement Department is a crucial part of the school and has been immensely successful over the years in supporting students with SEND, enjoying a strong reputation for its achievements.

# ROLE AND DEPARTMENT

## FUNCTIONS

**The purpose of this role is to play a key role in the management of SEND as a member of the Senior Leadership Team and by:**

- Co-ordination of provision for SEND pupils. This includes identification of need, supporting individual pupils in their learning and ensuring they receive such consideration in external examinations as they are entitled to.
- Providing advice and support for classroom teachers in their day-to-day management of the additional needs of pupils.
- Liaising within school and with outside agencies in respect of diagnostic testing and formal assessment.
- Liaising with the Junior School SENDCO to ensure continuity of provision for the transition of pupils to Senior School.
- Advising as required in the admission process for pupils with SEND.
- Managing the resources and staff provided with the support of SEND pupils.

### **This means:**

- Identifying the SEND needs of pupils through participating in the diagnostic screening of all Lower 5th and Middle 5th pupils, or by responding to teachers' or parents' concerns about a pupil's learning or progress.
- Monitoring and reviewing provision plans for any pupils with Education, Health and Care Plans, including leading annual reviews.
- Organising regular progress review meetings.
- Overseeing the School's Exam Access Arrangements including making decisions based on the assessment of pupils and gathering of evidence to ensure a formal evidence base. Working with the Assistant SENDCO and the Examinations Officer to ensure that examination arrangements are implemented effectively.
- Providing of tailored interventions for pupils with identified need. This may require the pupils to be regularly withdrawn from one (and not usually more than two) lessons per week for individual or small group tuition, or may involve the Head of LE or other members of the LE department supporting the pupil in a lesson taught by another teacher. Support may also be provided on a more irregular, needs driven basis.





# ROLE AND DEPARTMENT

- Keeping all school staff fully informed on pupils' SEND. Advising teachers on teaching strategies and approaches to adopt for particular pupils.
- Disseminating good practice in SEND across the school, including staff training and induction.
- Liaison with parents regarding their child's SEND.
- Producing a yearly report on SEND provision and pupil progress.
- Attend parents' evenings and keep parents informed about their child's progress.
- Managing SEND referrals and supporting class teachers with the teaching and learning of pupils who may have difficulties accessing the curriculum.
- Conducting regular appraisals and observations, particularly of the LE specialist teachers, holding regular team meetings. Being a strong leader yet fully supportive of the team.

## **This means:**

- Liaison with Junior School and Pre-Prep to co-ordinate approaches to support, record-keeping and provision mapping across the schools.
- Meeting and assessing prospective pupils; liaison with other schools from which pupils with SEND are applying for admission
- Liaison with external agencies, for example those providing formal diagnostic testing, intervention and therapies
- Identifying the resources needed to meet SEND, manage the LE budget and advise on priorities for expenditure.

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none"> <li>• GCSE in English and Maths – minimum B grade</li> <li>• Degree with honors</li> <li>• Experience within a classroom setting</li> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Hold an up to date qualification in educational assessment</li> <li>• Hold the National Qualification for Special Educational Needs Coordination</li> <li>• It would be advantageous if the applicant has a Dyslexia, DCD (Dyspraxia), Social, Emotional and Mental Health Difficulties, ADD and ADHD, Social and Communicative Disorders (Autistic Spectrum Condition, DLD) specialist qualification</li> </ul>
SKILLS & EXPERIENCE	<ul style="list-style-type: none"> <li>• Establish credibility quickly, build relationships and influence at all levels</li> <li>• Lead the development and implementation of new strategies</li> <li>• Identify future demands and opportunities</li> <li>• Form warm, supportive relationships with pupils</li> <li>• Strong communicator with public speaking skills</li> <li>• Team building</li> <li>• Strong organisational and planning abilities with an ability to manage competing priorities</li> <li>• Outstanding personal integrity and sensitivity</li> <li>• Confident to draw on a breadth of specialist expertise and knowledge about all or most of the sorts of difficulties some of our pupils may have, such as: Dyslexia, DCD (Dyspraxia), Social, Emotional and Mental Health Difficulties, ADD and ADHD, Social and Communicative Disorders (Autistic Spectrum Condition, DLD), visual and handwriting difficulties</li> <li>• Conversant with recent research and developments in the teaching of reading and spelling (such as synthetic phonics), preferably evidenced by a specialist teaching qualification</li> </ul>	
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Commitment to raising levels of achievement and attainment of all pupils</li> <li>• Effective oral and written communication skills</li> <li>• Enthusiasm for involvement with pupils, staff, governors and the community</li> <li>• Be hardworking, flexible and able to work as a member of a small team</li> <li>• Desire to contribute to the growth of the department</li> <li>• Interest in contributing innovative ideas and new ways of inspiring students intellectual curiosity.</li> </ul>	





# APPLICATION PROCESS

St Edmund's School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects their entire school community to share this commitment. Applicants will need to be prepared to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## APPLICATIONS

Applications should be emailed to [recruitment@stedmunds.org.uk](mailto:recruitment@stedmunds.org.uk) no later than 09.00am Monday 7th October.

To apply, please complete the attached application form and submit it along with a cover letter explaining how you meet the requirements outlined in the person specification.

The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

Sarah Hudson, Head of Human Resources  
St Edmund's School, St Thomas Hill, Canterbury, CT2 8HU  
Tel: (01227) 475600 Fax: (01227) 471083  
Email: [slh@stedmunds.org.uk](mailto:slh@stedmunds.org.uk)  
Website: [www.stedmunds.org.uk](http://www.stedmunds.org.uk)

Interviews will be held during the week of 7th October.

# CONDITIONS OF SERVICE

## **BENEFITS**

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

Support of visa sponsorship is in place for international candidates.

## **SAFER RECRUITMENT**

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

## **UK GDPR**

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.



# ST EDMUND'S VALUES



We value....

## EACH OTHER

Recognise our responsibility to create a caring and supportive community

We value....

## INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We value....

## EXCELLENCE

Commit to being the best we can be

We value....

## INTELLECTUAL CURIOSITY & CREATIVITY

Love learning and seek to foster creative, critical & lateral learning



We value....

## SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

