



**Langley**  
SCHOOL



**SENDCo**

Senior School, Langley Park, NR14 6BJ





# About Langley

Langley School is an HMC boarding and day school offering an all through education to more than 800 pupils aged 6 months to 18 years.

Langley Prep School is based in Taverham, for ages 6 months to 13 years. Langley Senior School is in Loddon, for ages 10 to 18 years.

With an established legacy in providing a first class inclusive education, Langley is an innovative, caring and stimulating place to work. It is our ambition to not only build the areas in which our strengths lie, but to lead the way as a forward thinking and aspirational school.

Set within two enviable countryside sites, Langley's stunning green campus locations are a wonderful canvas that allow children space to breathe and grow with the added advantage of being close to Norwich and nearby transport links to Cambridge, London and Schipol Airport via Norwich Airport.

# About the role

Langley School offers a rich learning community, united by a common purpose to achieve beyond what we imagined ourselves capable. Through challenging our young people and encouraging them to persevere, to practice and to reflect, we help them flourish both personally and academically.

Learning support is offered on an individual or group basis depending on the child's needs, which are identified through annual standardised testing and teacher assessment. The SENDCo plays a key role in the early identification of need, planning and support, as well making, administrating and

supporting EHCP referrals.

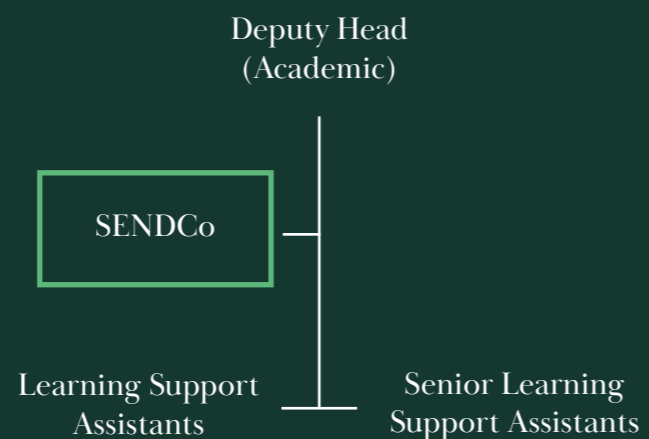
The SENDCo will have excellent knowledge of the National Curriculum, and the ability to effectively prepare the pupils for external examinations. Working collaboratively with the Deputy Head (Academic) and teachers, you will help to develop the whole School policy and practice so that pupils with specific learning difficulties can become confident and independent learners.

Joining our teaching community, the SENDCo will be responsible for a form group and contribute to the wider, co-curricular activities at the School. We share a dedication to supporting and developing our boarding community, where our teachers commit one evening per term to assist with prep and boarding duties.

As Head of Department, the SENDCo is the direct line manager of a team of enthusiastic and dedicated Learning Support Assistants and supports the team both in the classroom and through continued professional development.



# Structure



# Purpose and job specification

The SENDCo will:

- Assist Deputy Head Academic and Director of Studies in producing and maintaining Pupil Profile spreadsheets for everyday planning, keeping it up to date to include current interventions and targets.
- Contribute to INSET and departmental meetings where relevant.
- Ensure that excellent and coherent support is provided for those pupils identified with specific learning needs.
- Be proactive in early identification of need, planning and support for LSAs.
- Carry out short assessments on visiting pupils where relevant and advise on any concerns raised.
- Ensure that the school complies fully with all relevant legislation pertaining to SEND and disability rights, updating and amending school policy as required.
- Line manage the Learning Support team including overseeing absence and appraisal.
- Work closely with subject teachers and HoDs to ensure individual plans are being effectively implemented within the classroom
- Attend and organise drop-in clinics for relevant pupils.
- Manage acquisitions and budget, and liaise with the Finance Director over matters of financial administration.
- Write individual reports for children receiving 1:1 Learning Support sessions
- Assemble the timetable for learning support lessons and interventions in collaboration with the Deputy Head Academic and relevant staff.
- Meet fortnightly with the Deputy Head Academic in order to plan departmental provision and development.
- Participate in the wider life of the school including boarding duties, evening events, open days.
- Contribute to the PDE curriculum where relevant.



# Skills and experience

The SENDCo will have:

- Experience working with and supporting pupils from ages 10 to 18.
- An ongoing commitment to their own professional development.
- The ability to delegate effectively and fairly.
- Integrity, with the aim to meet and achieve the highest academic standards and expectations.
- Knowledge of ISI requirements for compliance and Inspection.
- Enthusiasm about the subject and able to inspire the same enthusiasm in others.
- Commitment to the protection and safeguarding of children and young people.
- Strong interpersonal communication skills, with the ability to win and maintain the trust and confidence of parents, pupils, staff and others.
- A clear sense of direction for the department and is able to think strategically.
- Up-to-date knowledge of educational and academic development within the subject.
- An eye for opportunities to develop new teaching and learning strategies and encourage debate about good practice.
- A sense of humour and perspective and is able to maintain excellent working relationships.

Qualifications:

- Existing or working towards SENDCo Award (essential)
- BA (Hons)(essential)
- Qualified Teacher Status (desirable)
- Qualification in individual specialist assessment (desirable)
- Level 3 Dyslexia Awareness (desirable)
- CCET - Certificate of Competence in Educational Testing (desirable)



# Job overview

<b>Site:</b>	Senior School, Langley Park, NR14 6BJ
<b>Start date:</b>	20th April 2022
<b>Reporting to:</b>	Deputy Head (Academic)
<b>Salary:</b>	Competitive, in accordance with the Langley Teachers Pay Scale
<b>Hours per week:</b>	37.5
<b>Weeks per annum:</b>	Term-time + INSET (35 weeks per annum)
<b>Contract type:</b>	Permanent

Langley is committed to promoting a diverse and inclusive community; a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to welcome and support staff from different backgrounds and part time or flexible working applicants.

# How to make an application

Langley School is committed to safeguarding our pupils and students. All offers of employment are conditional on the receipt of two satisfactory references in addition to child protection screening, including checks with previous employers and the Disclosure and Barring Service.

Applications should be received no later than midday on:

**Wednesday 1st December**

Any candidates shortlisted for interview will be notified by:

**Wednesday 8th December**

Please submit a covering letter outlining your suitability for the role together with a completed application form; CV's will not be accepted as a substitution but may be submitted in addition to the application form in order to supply additional background information.

Please email your application to [recruitment@langleyschool.co.uk](mailto:recruitment@langleyschool.co.uk) and note that all information within your application will be treated confidentially.

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Professional development and ongoing CPD through internal and external training
- 24/7 access to our Employee Assistance Programme
- Free School lunches
- Fee remission of up to 50% for permanent staff (subject to pro-rata calculation)
- Access to a range of pension options, including DC and TPS\*

\*TPS enrollment is subject to employer terms and conditions

# Contact

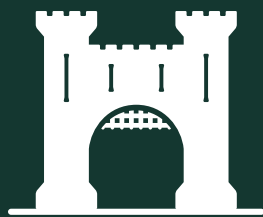
Langley Senior School  
Langley Park  
Loddon  
NR14 6BJ  
0044 1508 520 210

Langley Prep School  
Taverham Hall  
Taverham  
NR8 6HU  
0044 1603 868 206

Website: [langleyschool.co.uk](http://langleyschool.co.uk)

Email: [recruitment@langleyschool.co.uk](mailto:recruitment@langleyschool.co.uk)





**Langley**  
SCHOOL