



WEST BUCKLAND
SCHOOL

is looking to appoint a
Head of Personalised Learning and Development /
SENDCo

to start September 2023



The School

West Buckland is a school founded in 1858 intended to offer an excellent education based on Christian values. It stands in nearly 100 glorious acres of North Devon biosphere, close to the surfing beaches and surrounded by countryside. The area is listed World Class by nature and West Buckland counts itself a school offering a world class education. We think you will like it here.

The school's buildings and facilities have developed steadily throughout its history and, in recent years, over £14m has been invested in outstanding facilities. These include an excellent sports complex, including the *Jonathan Edwards Sports Centre*, and the award-winning *150 Building*, which includes the Art and Design & Technology Departments and a Theatre. *Parker's*, a seventy bed, Sixth Form boarding house and *The Michael Morpurgo Library*, a state-of-the-art building comprising of study facilities, library and resource centre, opened in autumn 2015. In addition the Black Box Theatre and new café are wonderful facilities situated in the very heart of the campus.

The school is fully co-educational and has grown considerably in recent years. In total there are just under 650 boys and girls aged, 3 to 18 years, with 160 in the Sixth Form and 150 weekly and full boarders. The school has its own co-located, Preparatory School and Nursery for pupils aged 3 to 11.

Academic standards at the school are high and, for many years, West Buckland has been one of the most consistently high-performing schools in the South West at GCSE and A-level. A-level results typically exceed 75% A* to B and at GCSE over 50% of grades are A* and A. Perhaps more importantly we prize most what our students become, not what they get. There is excellent university guidance and considerable emphasis on extra-curricular activities at the school, with a proud record in Sport, Drama, Music, the Combined Cadet Force, Outdoor Education and the Duke of Edinburgh Award Scheme.



The Head of Learning and Development / SENDCo is an important role in our school and is central to our aim to educate the whole child, regardless of the challenges that they may face. We are a non-selective school for the whole family and therefore our PLD needs to be flexible, imaginative and great at communicating with everyone in our community.

The Head of PLD/SENDCo works closely with the Deputy Head Pastoral and reports to the Deputy Head Academic. The post-holder will work closely with the Prep SENDCo who is line-managed by the Head of Prep. The PLD currently consists of Specialist Teachers and Personalised Learning Assistants who may work both in and out of the department during the week supporting pupils.

Personalised Learning and Development at West Buckland

In the Senior School, pupils with SEND in Year 7 -9 may take only one modern foreign language and attend Learning Development lessons. These classes usually consist of about half a dozen pupils and the emphasis is on acquisition of basic literacy and study skills. In Year 10 and 11 some pupils opt for Learning Support in place of a GCSE subject to continue working on these skills, together with two lessons of private study to support their academic progress.

In addition, the senior school deploys Personalised Learning Assistants to support pupils in some timetabled lessons. Across the school and in agreement with parents, pupils can be electively withdrawn from timetabled lessons for 1:1 work.

Job Description

To assist in the promotion, direction and oversight of high standards of teaching and learning across the senior school and monitor progress through effective assessment, direction and support of individual pupils' needs in conjunction with other relevant staff.

The Head of PLD/SENDCo will be part of the admissions process, where necessary, and may be asked to meet prospective families in order to assess the school's ability to meet their needs. Regular communication with parents of pupils who work with PLD is essential both face-to-face and virtually.

The Head of PLD/SENDCo is expected to liaise with colleagues to identify needs and meet with parents to create tailored support whilst teaching a reduced timetable. This role is responsible for the administration of Access Arrangements for external exams and internal assessments.

The Head of PLD/SENDCo is responsible for leading the department by maintaining a focus on teaching and learning, in particular:

- ensuring there are high standards of teaching which meet the needs of all pupils in Learning Development lessons
- contributing to the continuing professional development of members of the department by participating fully in the school's professional development procedures and leading regular departmental team meetings to share good practice
- contributing to the induction of new members of the department in departmental issues and liaising with SLT over induction of new staff in whole school matters
- Attending key professional conferences and events to ensure continued personal development (CPD)
- Introducing appropriate technological aids to teaching and learning and ensuring they are used effectively
- Maintaining departmental schemes of work and ensuring these are delivered effectively to the pupils
- Providing an annual departmental development plan to the Headmaster and Deputy Head Academic alongside a budget plan to the Bursar

- Ensuring student SEND records/profiles are regularly updated and stored securely in accordance with the school's data protection policy
- To ensure the department is staffed and open to pupils before lessons, at breaktimes and after lessons
- To effectively manage and deploy teaching staff, Personalised Learning Assistants, including management support at non-standard times such as lunchbreaks and after school as necessary
- To effectively manage financial and physical resources relating to SEND pupils to support the designated curriculum
- To liaise with other staff including EAL Lead and DSL to ensure all needs are being met
- To be accountable for leading on SEND development across both schools to ensure that it meets the needs of all pupils
- To keep up-to-date with national and local developments in SEND and implications for teaching practice and methodology
- To be responsible for delivering or coordinating personalised learning/SEND CPD for academic staff to ensure all staff are able to meet pupils' needs
- To work closely with Educational Psychologists, CAMHS, Counsellors, allied health professionals (e.g. OT, speech and language therapists) and GPs to ensure school and parents are suitably informed of individual children's needs and how these can best be supported
- To work with the Local Authority to access and work in line with Devon's graduated response and local procedures and protocols signposting staff to services

Management information:

- Responsible for the writing, submission and annual reviewing of all EHCPs, working with relevant agencies on formal assessment procedures as part of the EHCP process
- Inputting and storing necessary data relevant to pupils' needs on the school's management system ensuring it is up-to-date, accurate and regularly reviewed
- Developing and regularly reviewing pupils' passports for all children with SEND needs, detailing each pupil's primary need(s) and the targets and strategies to support the next stage of their learning and development
- To ensure the SEND summary data is up-to-date, accurate and in turn available for census purposes
- To evaluate any performance data provided and use this to inform and refine SEND practice and policy
- To identify and take appropriate action on issues arising from individual and summary pupil data
- To promote the development of effective subject links with HoDs
- To be responsible for upholding high standards of pupil behaviour in line with the school's behaviour policy
- To engage early with parents and carers to support pupils' well-being, achievement and attitude to learning in line with school policies
- To continue to develop the role of the department so that it aims to raise standards of pupil attainment and achievement across the curriculum and to monitor and support pupil progress
- Organising cover within the department for staff absence and for internal and external exams and assessments
- To lead on staff training and support of other colleagues with regard to teaching and learning that will support SEN and all students
- To conduct regular lesson observations to provide feedback on how staff are catering for children in their class with SEN



Specifically by:

- ◇ Developing, in conjunction with the Deputy Head Academic, Heads of Middle School and Sixth Form, a curriculum to identify and embed effective independent learning and individual coping strategies.
- ◇ Working alongside the Pastoral team in ensuring all student learning and social and emotional needs are met and coordinated.

Person specification:

An excellent communicator who is able to manage the competing demands from all those in our school community. You should possess excellent organizational skills and a great sense of humour and enjoy working and leading a dynamic team. You will be well supported and have the opportunity to become involved in a wide range of things outside the PLD as part of your professional development.

Desirable qualifications and skills:

- Education to degree level with QTS (E)
- Record of high level of achievement and an understanding of current practice and challenges in teaching and learning
- A clear understanding of the current demands of Access Arrangements for public examinations (E)
- Experience in leading teachers and teaching assistants, managing, appraising and developing specific expertise in teaching assistants and in developing provision for pupils with SEND. (E)
- Experience of implementing a graduated response to SEND. (E)
- Knowledge and understanding of the SEND Code of Practice, including knowledge and understanding of a broad range of learning differences in pupils, including Specific Learning Difficulties (SpLD), Cognition and Learning (C&L) and Communication and Interaction Difficulties (C&I). (E)
- Ability to employ a range of appropriate screening and assessment tools to identify potential learning differences and individual needs. (E)
- Manage the administration for effective delivery of support.(E)
- Willingness to study for the SENCo qualification (E)
- National Award for SEND coordination or equivalent (or a willingness to study for it in the first 2 years). (D)
- Experience of working with outside agencies (OT, S&L, therapists, Ed Psych) and of local authority procedures for applying for EHC plan assessments. (D)

The Interview

Interviews will be held week commencing 20th March 2023. Candidates invited for interview will be shown around the school and meet with key members of staff. Candidates will be required to teach a lesson whilst being observed. Details of this will be discussed with the candidates some days beforehand. There will be a series of interviews with the Headmaster and other members of the Senior Leadership Team and the Head of Department. The details of West Buckland School's generous salary scale will be discussed at interview.

Applications

The application should include a completed application form, full curriculum vitae, including the names and addresses of two referees, one of whom must be your current or most recent employer. The deadline for receipt of applications is midday Thursday 16th March 2023. Applications should be addressed to:

HR
West Buckland School
Barnstaple
Devon
EX32 0SX
recruitment@westbuckland.com

Applications may be e-mailed and it is not necessary to also send by post. Further information may be found on our website at www.westbuckland.com

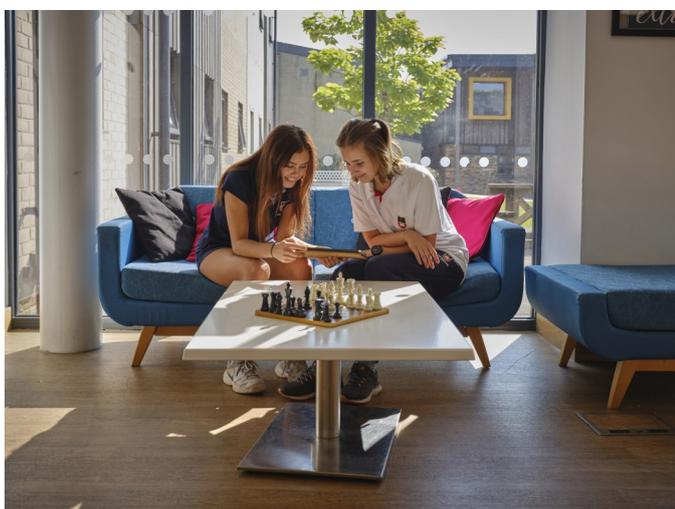
If you would like to discuss the position with the Deputy Head Academic, Mr Rob Paler, please contact him by email: rjp@westbuckland.com or Deputy Head Pastoral, Mrs Kate Corbin klc@westbuckland.com

Safeguarding Policy Statement

West Buckland School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to our safeguarding policies and procedures. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Safeguarding questions will be asked to all candidates during the interview process.

West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and online media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.



WEST BUCKLAND
SCHOOL

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