



Prior Park Gibraltar

Post: HEAD OF LEARNING SUPPORT (SENCO)

Reporting to:

1. Deputy Head (Academic)
2. Headmaster

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

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The Position

We are looking to recruit a committed, dynamic and suitably qualified and experienced SENCO to lead our school in further developing the support we give our pupils with SEN. The ideal candidate will have previous experience in running a department catering for the needs of students with a range of Specific Learning Difficulties and will have attained qualifications which allow assessment of pupils for access arrangements, where appropriate.

To carry this support further, the candidate must be able to implement the SEND Framework and Code of Practice to assist students and enable them to make the best possible progress, with a focus on quality first teaching.

Excellent communication and organisational skills and an ability to work under pressure are all fundamental requirements of this role, as are flexibility and an understanding of the needs of the pupils.

The SENCO may also be expected to teach part of a full teaching load, the extent of which will depend on the subject/s offered.

The Role

Key areas of responsibility

- Planning and managing the needs of pupils in the LDP (Learner Development Programme) through appropriate support for their specific learning needs.
- Liaising with subject teachers to ensure the needs of the LDP pupils are being met.
- Maintain a Provision Map informing teachers of pupils' specific requirements.
- Writing LDP pupils' Individual Education Plans to inform Parents and teaching staff.
- Meet with Parents and Guardians to discuss and share pupil progress.
- Ensure compliance with the revised SEN Code of Practice and inform colleagues and departmental staff as and when any changes occur.
- Planning and managing the access arrangements of LDP pupils and liaising closely with the School's examination's officer.
- Working closely with other schools to maintain a smooth transition at key stages of entry.
- Enable all teaching staff to be kept up to date with their CPD and provide opportunities for the development of teaching strategies to assist children in the LDP.
- Manage the departmental budget efficiently.
- Ensure all departmental rooms and resources are correctly maintained and suitably resourced.
- Provide INSET to staff as and when new developments occur.
- Excellent organisational skills in managing pupils' files, recording communications between parents and outside agencies and sharing information with teaching and boarding staff.
- Ensure that all pupils' educational psychologists' reports are up-to-date for access arrangements for both GCSEs and A Levels.



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Teaching and Learning

- Promote inclusive teaching in the classroom for the LDP pupils through differentiation and multi-modal teaching.
- Work closely with subject teachers, advising and guiding where necessary.
- Encourage subject staff to provide subject glossaries and other relevant materials to aid pupils' learning whenever possible.
- Develop materials specifically to help the LDP pupils.
- Be confident in using a range of ICT programmes designed to support the pupils' learning.
- Enable the LDP pupils to embrace assistive technology.
- Share good practice and new developments with the teaching body.
- Be confident in the use of assistive technology.

Recording and Assessing

- Target setting for raising achievement for pupils in the LDP.
- Management of assessment data.
- Use of Provision Maps to inform subject teachers.
- Evaluate data and inform accordingly.

Monitoring Pupil Progress

- Track, monitor and record pupils' progress through annual assessments.
- Advise teaching staff of pupils' specific needs in-line with recommendations from their educational psychologist's report.
- Maintain 'Green Pen' system to provide evidence for Access arrangements.

Personal and Professional Specification

The ideal candidate will display the following attributes:

- Relevant teaching qualification;
- Continuous updating of knowledge and expertise; willingness to learn;
- Effective communication skills; selecting and using appropriate media to communicate;
- A willingness to work beyond the contracted hours when the occasion demands;
- Ability to plan (short, medium and long term), prioritise and manage time well, ensuring decisions are implemented; anticipation of problems and challenges, viewing them as an opportunity to do something different and creative;
- Loyalty and integrity;
- Willingness to take on challenges;
- The ability to assimilate different types of information, come to logical conclusions, identify options and make sound judgements;
- Persistence in looking for new and improved ways of doing things.



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Induction, In-Service Training (INSET) and Appraisal

Teachers are required to:

- attend the induction programme as required by the Deputy Head (Academic)
- participate in the system of appraisal
- identify their own training needs in consultation with their line manager
- ensure they are familiar with the Common Room Handbook and school guidance policies
- be aware of, and act in accordance with, school Health and Safety policies (as set out in the Health and Safety Manual).

Pastoral Role and Wider Contribution

Teachers will be expected to:

- Offer a positive example in all that they do and provide a professional presence at all times.
- Discharge necessary routine duties, such as Dining Hall and playground supervision, and cover for colleagues and contribute to the good order of the school;
- Offer a positive example in all that they do and provide a professional presence at all times.

Salary

- Prior Park School operates its own pay scale. The salary will be according to experience.

JD Reviewed April 2025

Person Specification

	Essential	Desirable
Qualification	<ul style="list-style-type: none">• Educated with a good degree in a relevant subject• Qualified teacher status	<ul style="list-style-type: none">• Special educational needs co-ordinator's (SENCO) national professional qualification
Experience	<ul style="list-style-type: none">• Demonstrate experience of effectively using ICT• Demonstrate experience of high quality teaching to pupils of all abilities	<ul style="list-style-type: none">• Demonstrate proven ability of use of literacy and numeracy in Computer Science lessons



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	<ul style="list-style-type: none">• Demonstrate collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work• Demonstrate experience of managing pupil behaviour	
Knowledge	<ul style="list-style-type: none">• Demonstrate knowledge and understanding of strategies for raising pupil achievement• Demonstrate knowledge and understanding of effective practice and approaches to teaching, learning assessment• Demonstrate knowledge and understanding of how to use data and information to effect improvement in the classroom	
Skills and competences	<ul style="list-style-type: none">• Demonstrate an ability to work well under pressure while maintaining a positive, professional attitude• Demonstrate an ability to manage workload, flexibility, resilience and perseverance in meeting challenges• Demonstrate excellent oral and written communication skills with the ability to communicate effectively internal and external contacts at all levels	



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	<ul style="list-style-type: none">• Demonstrate an ability to prioritise tasks and meet deadlines• Demonstrate a commitment to the safeguarding and welfare of all pupils	
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Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category, covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

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