

Highfield  Brookham

HEAD OF LEARNING SUPPORT

NURSERY ♦ PRE-PREP ♦ PREP

LIPHOOK, HAMPSHIRE



Our School

Highfield and Brookham is a highly successful co-educational Nursery, Pre-Prep and Prep School in Liphook on the borders of Surrey, Hampshire and West Sussex. We offer a delightful working environment set in 175 acres of beautiful grounds in the South Downs National Park.

We are surrounded by stunning countryside yet we are only an hour from London. We are proud to have around 500 pupils at the school ranging from 2 years to 13 years old. Our aim is to provide a coherent academic journey from Nursery through to Year 8, delivering a dynamic, seamless and rich education.

We are broadly speaking a non-selective school. We celebrate our diverse community and welcome children of all abilities, nationalities and religions. It is this varied community that brings Highfield and Brookham its vibrancy. We regularly feed around 30 senior schools and enjoy an outstanding record of scholarship and Common Entrance success. In recent years we have been averaging 15 major awards annually, including regular academic scholarships to Winchester, Wellington, Marlborough, Canford and Bryanston as well as Sports, All-Rounder, Art, Music and Design Technology Scholarships.

Our teaching looks beyond the core curriculum to skills learnt through a diverse range of co-curricular activities. We have a broad spectrum of sport, drama, music, art and DT lessons on offer for our children.

Our approach to sport recognises that it is more than simply competing. Children learn about the positive effects of physical activity on the body and its benefits to their own health and wellbeing. We offer a wide range of sporting options including rugby, football, netball, hockey, cricket, swimming, cross country and athletics.

Our drama provision is enviable. We stage a production for every year group, right from Nursery every single year, and all children from Year 3 onwards are taught by a subject specialist drama teacher in their weekly drama lesson. We focus on developing performance skills which in turn builds confidence and self-esteem.

Music is very much at the heart of our school and children have the opportunity to perform on many occasions. We inspire everyone to find their musical passion with numerous choirs, ensembles, a rock club and concerts.

Art is treasured and our fantastically well-equipped art studio is an encouraging and inspirational environment, led by our equally inspirational specialist teachers. The DT workshop similarly is a hive of creativity as the children get to use our amazing tools such as the 3D printer, laser cutter and an abundance of wood and metalworking equipment.

Our extensive and beautiful grounds are made up of multiple sports pitches, acres of woodlands and forest school as well as four netball and tennis courts, full-sized astro and a 9-hole golf course. Our indoor facilities are just as enviable with three modern science labs, a fully equipped DT workshop, an airy art studio, a spacious dance drama studio, two packed libraries, state-of-the-art music school and traditional Chapel. These amazing facilities provide our children with the most inspirational learning environment.

We are extremely proud of our most recent addition to our facilities – The Beehive. The Beehive is a safe and welcoming wellbeing hub at the heart of the school site. Children are able to self-reflect and the hub is a place where children can relax, reset and regulate their emotions when they need to. It is a friendly and positive space which will also be home to some of our popular wellbeing activities.

Boarding at Highfield and Brookham is extremely popular but also optional. Our boarding provision has always been an integral part of the Prep school and perhaps the continued popularity reflects how well we do it. Over 100 pupils choose to board each term and the overwhelming majority of pupils in Years 7 and 8 opt to board. This is in sharp contrast to the decline in boarding numbers experienced in many similar schools. We offer a bespoke boarding option for children in Year 3 to Year 5. Our Junior Boarding House is home to up to 18 children who live together between four dorms on the first floor of the house. Our Senior Boarding House is home to up to 130 children in Year 6 to Year 8 and is found on the top two floors of the main school building.



Job Description

We are seeking to appoint an exceptionally high-calibre Head of Learning Support with a passion to make a difference to children's lives and drive change for the benefit of our pupils. We welcome applicants for this post, to take up the position in September 2024/ January 2025.

The successful candidate will be a dynamic practitioner who believes in the power of education to change lives. We are looking for an energetic Head of Learning Support, who is committed to supporting high achievement and inclusion for every student and who will work closely with our teaching body to ensure excellent teaching across the whole Pre-Prep and Preparatory age range. We have an exciting vision for SEND provision and we are looking for someone who has a passion and focus on delivering high aspirations and outcomes for children with SEND. This is a rare opportunity for the successful candidate to make a genuine impact to ensure unrivalled SEND provision at Highfield and Brookham School.

As Head of Department you will be responsible for our team of Learning Support Specialist Teachers across the school.

Key Responsibilities

These include, but are not limited to:

- Strategic direction and development of SEND provision throughout the school (as a member of and with the support of the Senior Leadership Team, and under the direction of the Head)
- Line manage the therapists, Learning Support Team, including all Specialist Teachers and Learning Support teachers across the school
- Support all staff in understanding the needs of pupils with additional needs
- Analyse and interpret relevant school, local and national data and advise the Head on the level of resources required to maximise achievement
- Liaise with staff, parents, local authorities, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision
- Maintain the Special Needs register using appropriate technology
- Ensuring the school's policies are adhered to including any issues regarding Health and Safety
- Promoting effective communication within the department and holding regular focused meetings
- Facilitating access to professional development opportunities relating to SEND for all members of the department, teachers and learning assistants
- Managing the departmental budget effectively and ensuring that the department is appropriately resourced;
- Taking an active part in the extra-curricular life of the school and its pupils
- Ensuring that individual learning profiles are created for pupils with additional needs, monitoring that staff can effectively utilise suitable technological tools to access and contribute to these profiles
- Liaising with Local Authorities' Educational Psychology Services to decide the level of support required and the deployment of that support if necessary, (to ensure that EHCPs are put in place and properly implemented)
- Fulfilling the role of Deputy Designated Safeguarding Lead



Person Specification

Qualifications

- Level 7 Learning Support / SEN qualification or equivalent

Strategic Leadership

- Present strongly with the ability to enthuse and motivate others
- Understanding of and commitment to promoting and safeguarding the welfare of pupils
- Knowledge of effective strategies for raising standards and achievements of pupils
- Ability to evoke positive change

Experience

- Working with a wide variety of additional needs
- Evidence of working with colleagues at EYFS, KS1, 2 and 3
- Evidence of leading a team
- Experience of budget management
- Experience of working alongside other teachers in the development of teaching and learning
- Experience of working alongside external professionals
- Experience of setting targets and monitoring, evaluating and recording progress
- Understanding of teaching at EYFS

Skills

- Build strong productive relationships at all levels
- Empathise with the challenges faced by children with additional needs whilst expecting the best levels of learning and attainment
- Manage and lead specialist teachers and learning assistants
- Advise and motivate teachers with SEND initiatives
- To be confident in the use of IT and a range of appropriate software
- Clearly present a wide range of specialised information to both educationalists and non-educationalists
- Make consistent judgments based on careful analysis of available evidence
- Ability to interpret and apply information from assessments by outside professionals
- Produce excellent written and oral communication to a range of people
- Show strong organisational ability, prioritising tasks and managing time effectively

Knowledge

- Safeguarding procedures including child protection
- The SEND Code of Conduct and its practical application
- Knowledge and experience of working with a wide range of additional needs, such as dyslexia, dyscalculia, SpLD, ASC, ADHD and SEMH
- Knowledge of and experience of implementing a range of strategies within SEND
- The process of applying for an EHCP and the evidence required
- Behaviour management techniques
- Excellent understanding of curriculum and pedagogical issues related to extending pupil performance and the development of metacognitive skills relating to those on the SEND register
- The roles and responsibilities of educational psychologists
- Knowledge and understanding to support EAL children (desirable)
- The appropriate assessment criteria for examination concessions (desirable)

Personal competencies/qualities

- Commitment to lifelong learning and professional development with the ability to identify own learning needs
- Flexible, adaptable and persuasive
- Approachable and personable
- Resilient, committed and confident
- Both independent and happy within a team
- Ability to act as an ambassador and professional advocate for the school, with strong personal credibility and the capacity to build relationships
- Intellectually curious
- Integrity
- Ability to prioritise and be well-organised
- Excellent listening and communication skills to a wide range of audiences both orally and in writing
- Excellent interpersonal skills
- Emotional resilience and ability to work under pressure



Applications

Remuneration

The role offers an excellent remuneration package.

Safeguarding

It is expected that you will take responsibility for promoting and safeguarding the welfare of children with whom you may come into contact with. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children within the school you must report any concerns to the DSL or DDSL. If you have any concerns around a member of staff member you must report these to the Head.

How to Apply

Address applications to
recruitment@highfieldandbrookham.co.uk

Closing Date Friday 17th May

We reserve the right to interview and appoint before the closing date.

We are an I.A.P.S. co-educational boarding and day Pre-prep and Prep School for 500 pupils aged 2 to 13. We are committed to safeguarding and promoting the welfare of children and applicants are expected to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Employer Online Service regarding prohibition orders issued by the Secretary of State and the Disclosure and Barring Service (DBS). Highfield and Brookham is an Equal Opportunities Employer.





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