



Llandoverly College

An independent day and boarding school for boys and girls from 3 to 18 years old, set in the heart of the Welsh countryside

Appointment of a

Head of Inclusion

January 2024

Llandovery College



Gwell Dysg na Golud: Our Education is our Wealth

Llandovery College is one of the leading independent educational establishments in Wales. Comprising a Nursery School, Prep School and Senior School, our ethos is driven by pride, passion and performance. Our values are compassion, tolerance, kindness, integrity, generosity of spirit combined with a commitment to service and academic excellence.

Our pupils receive a bespoke academic education, tailored to excite and inspire young minds. We provide a stimulating and fulfilling learning environment where, in small class sizes, teachers have time to give children the individual attention they deserve. Our success and reputation are about getting the best academic results, alongside a rich and varied activity programme, allowing each child to exceed their expectations.

“Passionate about Sport. Serious about Education”

Home to around 250 pupils, aged 3 to 18, Llandovery College is a close-knit community of boys and girls, boarders and day pupils from Wales, and from all over the World.



Head of Inclusion: Additional Learning Needs Coordinator



Full time, permanent: Monday to Friday

A unique opportunity for a dynamic, enthusiastic, knowledgeable teacher of pupils with additional learning needs

Job Description

The Inclusion Department is dynamic and forward looking with an emphasis on continuing professional development of all staff.

The successful candidate will ideally be an experienced teacher of pupils with additional learning needs, who will have the flexibility to teach across Prep and Senior School, with the aim to help us to deliver exceptional learning experiences for all our pupils. The successful



applicant will have a proven track record of delivering high quality lessons with excellent pupil outcomes. It is anticipated that the Head of Inclusion will be a Specialist Teacher, with a minimum of a Level 7 Qualification in Specific Learning Difficulties and/or specific SENCO qualification.

Staff are expected to be committed to raising standards for all pupils and to be forward thinking and pro-active in identifying key trends, responding to the inherent changes required in the delivery of this subject area. The successful applicant will report through the Head of Learning to the Deputy Warden.

What we can offer you:

As well as offering a competitive salary in line with Llandovery pay scales, staff concession on academic fees, pension, and the support of a dedicated and committed staff team, we can also offer you the opportunity to further develop your skills and talents with us.

The role will require a hard-working, enthusiastic individual who will be able to easily fit into a friendly and supportive team of talented and committed teachers who are focused and well-organised.

Interested?

If so, the main duties for this role are:

1. To lead the Inclusion Department in excellence in order to demonstrate the College's commitment to its mission of providing a 'transforming' experience
2. To provide lead oversight within the Department of all issues pertaining to the educational development of pupils
3. To provide line leadership of all teachers and Teaching/Learning Support Assistants within the Department. This will include the following:
 - assessing pupils subsequent to entry tests as appropriate
 - arranging and agreeing LS provision prior to entry as appropriate
 - constructing, updating and ensuring the implementation of Individual Development Plans (IDPs)
 - recording IDPs and communicating classroom implications to staff
 - leading meetings and attending other meetings as relevant to pupils taught
 - teaching one to one and group learning support lessons
 - ensuring end of term reports are written for each child receiving learning support
 - gathering information from staff and records prior to an internal assessment
 - maintaining regular communication with parents
 - providing follow-up material for home support
 - liaising with external agencies where appropriate
 - carrying out Annual Reviews for statemented pupils
 - liaising with staff regarding pupils not opting for MFL
 - liaising with the Senior Leadership Team regarding timetabling, examination concessions, invigilation and other appropriate areas of College provision
 - following and implementing exam board information regarding access
 - providing LS INSET for LS and non-LS staff
 - assisting in the induction of all new staff as appropriate
 - managing all departmental administration
 - updating departmental documentation and development plans
4. To undertake additional duties in agreement with the Warden e.g. pastoral welfare, safeguarding and teaching development
5. To articulate a strategic programme of Inclusion development to Governors, the Warden and Senior Leaders, and to communicate the programme to the wider College community
6. To assist the Warden in the appointment of individuals to positions within the Department
7. To submit to an annual formal appraisal by the Senior Faculty Lead or any other person acting on his/her behalf



About you

To be considered for the role of Head of Inclusion: ALNCo, you will need:

Essential

- Qualified Teacher Status
- Degree level education
- Post Graduate Qualification in Specific Learning Differences/SEN Coordination
- Commitment to the protection and safeguarding of children and young people
- A proven track record of 'excellence' as a teacher
- Successful promotion of positive behaviour management strategies
- Successful experience of accelerating rates of pupil progress through the use of accurate assessment of, and for, learning
- An understanding of the different ways in which children learn and of a variety of teaching strategies
- Demonstrate a commitment to, and an understanding of, the processes of inclusion and equal opportunities,
- A clear understanding of current educational legislation, issues and debates
- Professional in appearance, with an excellent classroom manner and flexible approach
- Capacity to work under pressure and to meet deadlines
- Recognition of the importance of confidentiality
- Determination to support and maintain the vision of the College in a time of growth and development
- Cultural awareness and sensitivity

Desirable

- Working knowledge of ALN Code of Practice
- Knowledge of current procedures and strategies for raising standards
- Experience of working in a learning support environment



Applications

Llandovery College is an equal opportunities employer, we value diversity and are strongly committed to providing equal employment opportunities for all employees and all applications for employment.

Equal opportunities are the only acceptable way to conduct business and we believe that the more inclusive our environments are, the better our work will be.

Llandovery College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This appointment will be conditional on successful pre-employment and enhanced DBS checks.



Applications should be submitted via E-Teach, or sent directly to the Deputy Warden, together with a covering letter and the names, addresses, telephone numbers and email addresses of two referees.

For convenience, email communication may be used.

Ms A V Sandford
Llandovery College,
Queensway,
Llandovery,
SA20 0EE

01550 723002

Deputy.warden@
llandoverycollege.com