



Kings Langley Secondary School
Application Pack: SEN Learning
Support Coordinator

www.kls.herts.sch.uk

Dear Candidate,

A warm welcome and thank you for taking the time to express your interest in the role of Sen learning support coordinator at Kings Langley School.

We are proud to be an inclusive, mixed comprehensive school of some 1100 students, successfully operating as a stand-alone academy whilst valuing collaborative relationships both locally and wider afield. We are seeking to appoint a highly motivated, enthusiastic and innovative individual who shares our values and vision as we strive to be outstanding in all that we do.

The school is determinedly committed to the development of “strong character” in order to provide students with the skills and moral fortitude to “make the right choices”. The extract below is written by Dr Tom Harrison from the University of Birmingham and forms part of his evaluation which awarded the school (the first in the UK) the award of National Character Kitemark Plus in June 2018. We are justifiably proud of our unique ethos and culture which attracts both national and international recognition.

“It was clear it is the core mission of the school to do its part to develop values in its pupils that will help them flourish – and teachers and pupils were both able to link the development of character to moral development and wider societal flourishing.”

–Dr Tom Harrison

The professional and personal development of all staff is a key focus for the senior leadership team as we strive to build a school which aspires to the highest possible standards but not at the expense of personal well-being or happiness. We want a culture where colleagues are confident to take risks and learn from their mistakes, safe in the knowledge that they will be supported through a careful programme of induction and personalised professional development.

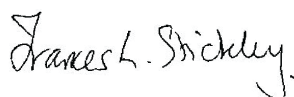
The governors are determined to ensure that our focus on the development of the whole child and strong character is matched with the highest possible academic standards as we look forward with excitement to further success and growth.

We look forward to hearing from you.

Kind regards



David Fisher
Headteacher



Frances Stickley
Chair of Governors



School of
CHARACTER



Artsmark
Platinum Award
Awarded by Arts
Council England

The Kings Langley School: Job Description

Title of Post	Learning Support Coordinator
Grade	H3
Reporting to:	AHT SENDCO
Date	September 2024
Time/Hours (& Full Time equivalent FTE)	24 hours a week. Term time only

Kings Langley School is a national lead school in the development of Character Education. The formation of strong character is a central foundation of our defined school culture and ethos. Consequently, all colleagues are expected to contribute positively and model exemplary behaviours.

Maintain an up to date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school's child protection policy is adhered to and concerns are raised in accordance with this policy.

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training.
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher or other senior colleague or governor.

Duties Specific to the Post Holder

Day to day duties

- To ensure the efficient compilation, organisation and accurate administration relating to Learning Support (SEND, PP & special medical needs)
- To be the first point of contact for all visitors, emails and telephone calls to the Learning Support Department.
- Provide direct support and assistance to the SENDCo and Deputy SENDCo
- To carry out general office and administrative duties including triage and communication of messages, maintaining diaries, placing resources and equipment orders, room bookings (this is not an exhaustive list)
- To create, maintain and update all files and student records relating to SEND, PP and medical; including input of data
- To manage & maintain the Teaching Assistant timetable, ensuring that the correct students are receiving correct levels of support
- To compile and organise and submit Educational Health Care Plan (EHCP) paperwork to support annual reviews
- Complete and send referral forms
- Support with the monitoring & supervision of students who enter the Learning Support Department including those with special medical needs, communicate as required with the appropriate member of staff using internal systems
- Attend meetings as required to take minutes and undertake any subsequent actions
- To carry out supervision duties of students at break/lunchtime as required.
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters.
- To carry out such other duties as required, and as are commensurate with the grade of the post.

Internal & external examination administration

- Support the administration and communication of Exam Access Arrangements in accordance with the JCQ regulations
- Work with the Exams Team to co-ordinate the access arrangements for internal and external exams, ensuring access to necessary information and equipment
- Liaise with further education colleges or Sixth Forms to provide JCQ documentation & student exam access arrangements

Transition

- Support the transition processes (Year 7, in year transfers & Year 12), co-ordinating the administration, visits and events in conjunction with the pastoral teams

Knowledge, Skills and Personal Attributes

- Be approachable, friendly and courteous
- Ability to relate well to students and adults. This includes using tact when dealing with difficult situations and employing suitable assertion skills in dealing with students of all ages.
- Be well organised with a meticulous eye for detail
- Proficient IT skills, using Microsoft suite: Word & Excel in particular
- Good literacy and numeracy skills
- First Aid trained or the willingness to be First Aid trained



Staff Wellbeing

At Kings Langley School, we prioritise the wellbeing of our dedicated employees. Here are some of the benefits we offer to our employees to ensure an effective work life balance.

- Staff Appreciation Day
- Staff thank you nominations from colleagues
- A free employee assistance programme
- A mental health first-aid programme
- Support for workers with disabilities
- Special leave arrangements
- A dedicated printing service with a member of staff assisting with your printing needs to save you time
- Opportunities for flexible working
- Staff breakfast every half term
- Various different staff clubs from sporting activities to cooking or the staff book club
- Staff football team
- Trips to the theatre, bowling and drinks etc.
- Memorable Christmas Party and end of term celebrations
- Active staff forum for open communication
- Dedicated staff area offering a recently refurbished staffroom and workspace area
- Cycle Scheme which is a salary sacrifice cycle to work scheme
- New staff induction programme to assist you across your first year with learning our procedures
- Online skills training package providing unlimited access to the National College
- Ample free onsite parking
- Clear calendar and timetables
- Focused personal CPD with dedicated time built into the timetable
- Emergency supplies box in the staffroom
- Friendly and welcoming staffroom
- Wellbeing day before Christmas
- Wellbeing Governor — Dr Emma Kell
- Book sharing
- Staff Wellbeing Charter

We are committed to nurturing a supportive and thriving community, our staffs' wellbeing matters.

It is our intention to continue all of these benefits for the foreseeable future, unless prevented by financial constraints.

Working at Kings Langley School

Staff Development

Currently there are 69(66.8 FTE) teaching staff and 51 (35.0 FTE) support staff working at the school. Particular attention is paid to staff development and staff participation. There is a comprehensive in-house training programme for all staff and we also support colleagues in attending numerous external events including Herts for Learning's comprehensive programme of training courses.



Each year all staff have an opportunity to review their work and set objectives at an appraisal meeting. There is a robust system of pay progression in place for teaching and support staff.

The school frequently hosts work experience visits for those interested in a career in teaching.

Facilities

Kings Langley School was re-developed under the Priority School Building Programme and we took delivery of a totally brand new school building in September 2016. The school has excellent teaching facilities with each learning area having its own suite of rooms with state of the art technology to support students' learning and enrichment activities.

