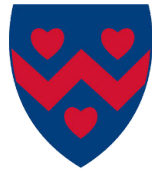




THE ORATORY PREP SCHOOL

**SENDCO and Pastoral Lead
Permanent Post: September 2024**

www.oratoryprep.co.uk



THE ORATORY
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Letter To Candidates

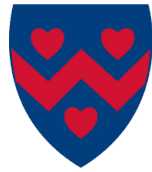
Dear Candidate,

Thank you for your interest in the post of SENDCO and Pastoral Lead at The Oratory Prep School. I am incredibly excited to appoint the right person with the right skillset and experience to join our Middle Leadership Team (MLT) and our wonderful school family. The Oratory Prep School (The OPS) is an independent day and boarding school providing an enriched education to boys and girls aged 2 to 13. Benefiting from being part of the wider Bellevue Education group, we are committed to delivering exceptional teaching; combining the best of tradition with the latest innovations. Set within 65 acres of Oxfordshire countryside with outstanding facilities, we nurture happy, balanced, confident and inquisitive children.

The Oratory Prep School aims to provide the best possible education for its pupils. Staff are expected to maintain a very high standard of teaching and are provided with every support from the Headmaster and the rest of the Senior Leadership Team. We are seeking an enthusiastic, motivated SENDCO and Pastoral Lead, who will have some teaching responsibilities, to join our high performing team. The ideal candidate will be expected to contribute fully to school life at The Oratory Prep School and will have a genuine passion for teaching and learning, including Games. The role of SENDCO and Pastoral Lead is integral and the successful candidate will be responsible for all the constituent parts relating to pupil outcomes for children under their direct care.



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Should you wish to apply for this post, please include a covering letter, addressed to Mr De Silva, and a completed Application form. Please read through the Job Description, Person Specification and visit our website to get a flavour of our school. If you feel you would enjoy the challenge and rewards of working at The Oratory Prep School, I would be pleased to receive your application. It is very important that the statement in support of your application (found in the application form) does not re-state details included elsewhere in the application but addresses:

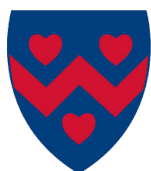
- why you are applying for the post of SENDCO and Pastoral Lead at The Oratory Prep School
- the Job Description and Person Specification

Please note that references will be sought for all candidates.

Please complete the application form and send, together with a covering letter, to Mrs Parris (The Headmaster's PA) humanresources@oratoryprep.co.uk. We may interview and appoint before the closing date, so early applications are encouraged.

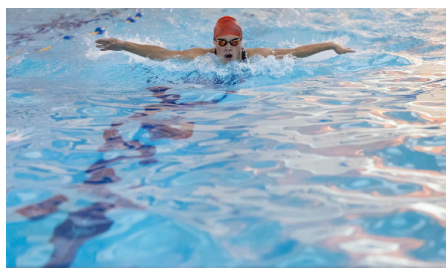
Good luck!

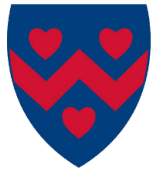
Mr Andrew De Silva
Headmaster



Why The Oratory Prep School?

- We were rated 'Excellent' in our recent ISI Inspection (December 2021).
- Our reputable Scholarship Programme and dynamic Leadership Programme help secure consistently high grades and impressive scholarship awards to some of the country's top senior schools.
- Our excellent pastoral support, with an emphasis on Catholic values, is central to all aspects of school life.
- We focus on outdoor learning, including Forest School for all years.
- We offer outstanding Performing Arts opportunities through LAMDA from Year 1, instrument and vocal tuition and musical and drama productions.
- Boarding is an integral part of school life, providing full, weekly and flexi-boarding for children in Year 3 upwards. Our boarding house accommodates up to 50 children with full, weekly and flexi-boarding options available. We also have international boarders from a variety of different countries including Spain, France and Iran.
- Our high calibre sports coaching and outstanding facilities include a learner pool, a 25 metre heated indoor swimming pool, a full size 3G pitch, 4 tennis courts and multiple pitches.
- Our action-packed Activity Programmes offer activities ranging from Fencing to Cookery alongside a diverse Saturday Enrichment Programme offering orienteering to beekeeping.





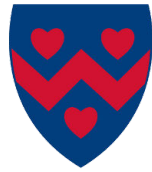
Advert: SENDCO and Pastoral Lead

Are you passionate about inclusive practice of teaching and learning, curriculum design and pupil, parent and staff engagement? If so, please read on...

The Oratory Prep School seeks to appoint a fantastic SENDCO and Pastoral Lead, with some teaching commitment, to join our talented staff team from September 2024. The OPS has a fantastic local and national reputation as one of the country's leading prep schools, which educates children from 2 – 13. As you can imagine, our dedicated staff and superb facilities provide our children with unique opportunities to support their learning. We are looking for the right person to contribute to our children, our team and the wider school family. The pupils at The Oratory Prep School are absolutely delightful and are enthusiastic learners. Parental support is very strong and the Governing Body (Bellevue Education) is committed to improving outcomes and experiences for our children.

We are looking for someone who is:

- A sound knowledge of the SEND Code of Practice
- Understanding of what makes 'quality first' teaching, and of effective intervention strategies
- Experience of working at whole school level, self-evaluation and development planning
- Experience of conducting training/leading INSET
- Commitment to 1:1 and small group teaching to accelerate progress
- Working with teachers, the ability to vary, develop and implement an innovative and effective curriculum tailored to our pupils
- Experience of managing and mapping school SEND finances and data analysis skills
- Undertaking and supporting with the process of EHCP application when necessary
- The highest commitment to ensuring the safeguarding of pupils across the school
- Strong communication skills to communicate the vision and ethos of The Oratory Prep School, and to inspire others, engaging with our school family, including pupils, families, staff, and partners and local authority stakeholders.
- Committed to excellent Pastoral Care and with evidence of leading support to pupils and training and supporting staff
- Naturally positive and a fun team player – with a great sense of humour!



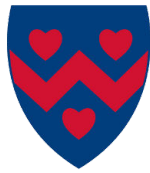
THE ORATORY
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Advert: SENDCO and Pastoral Lead

In return, we can offer you the opportunity to:

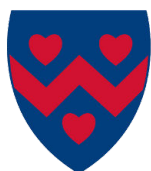
- Be a member of the newly created Middle Leadership Team (MLT)
- Teach well behaved, highly motivated children who are keen to develop their own learning
- Work within a school community that is proud of its achievements and well-motivated to continue to develop further
- Work within a supportive team
- Regular non-contact time to monitor the quality of provision, support staff and pupils and to provide quality next steps to support our school
- Great professional development tailored to fit your needs

The Headmaster, Mr De Silva, would be delighted to talk to potential candidate about the school and about the role. To visit the school/speak to Mr De Silva, please contact Mrs Whitaker (The Headmaster's PA) humanresources@oratoryprep.co.uk. Please use the same email address to receive an application pack.



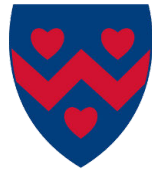
Details About The Post: SENDCO and Pastoral Lead

Grade	<ul style="list-style-type: none">• £37,500 - 41,000 plus an allowance of £4475• Possibility of accommodation on site at reduced rent• Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods• Continuing Professional Development (CPD)• Pension with Scottish Widows• Perkbox - rewards and benefits platform• Swimming sessions in the school pool (free)• Generous pro-rata fee remission
Type of post	Full time (permanent). MLT are required to be a presence at key points after school and attend parental events, e.g. Match Teas
Safeguarding of pupils	The Oratory Prep School is committed to safeguarding children and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced DBS checks along with other relevant employment checks. In line with safer recruitment regulations, the school will carry out a social media check on all candidates.
Expected Start Date	September 2024
Working Hours	Full Time
Equal Opportunities	<p>Rationale The Oratory Prep School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, physical disability, political or religious affiliations or marital status, and this is fundamental to the ethos of the school.</p> <p>Purpose</p> <ul style="list-style-type: none">• To provide an environment in which all pupils feel equally valued and have equivalent opportunities as others, regardless of race, gender, age or physical disability, in all areas of the curriculum.• To ensure that there is an equal opportunity for employment development and promotion for all staff and that they are not discriminated against on grounds of race, gender, age, physical disability, marital status, religion or politics. <p>Guidelines</p> <ul style="list-style-type: none">• Recruitment, development and promotion of staff will be based solely on the criteria of merit and ability and suitability for the job.• No job application or employee will receive less favourable treatment on the grounds of gender, race, ethnic or national origin, marital status, domestic circumstances, age, sexuality, disability, political or trade union activity or religious beliefs.
Key Dates	Closing Date: Thursday 16th May, Midday Interview: Wednesday 22nd May The school reserves the right to interview candidates ahead of the closing and interview date.



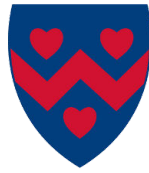
Person Specification: SENDCO and Pastoral Lead

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • National Award for SEND Coordination • Degree Level 	<ul style="list-style-type: none"> • Further professional study and qualifications • Already a middle Manager • Qualifications relating to pupil wellbeing
Experience	<ul style="list-style-type: none"> • Involvement in self-evaluation and development planning • Experience of conducting training/leading INSET • Evidence of outstanding and creative classroom practice with the skills to develop this in others • Able to demonstrate high standards of teaching and effective pupil learning in all areas of the curriculum • Evidence of meeting the needs of all pupils • Passion for making learning experiences exciting, memorable and fun • Evidence of positive behaviour management • Knowledge of the individual and diverse ways that children learn and develop • Ability to build excellent relationships with children • Experience of leading aspects of Pastoral care and supporting pupil welfare 	<ul style="list-style-type: none"> • Experience of working at a whole-school level • Experience of performance managing staff • Experience of working in more than one school • Experience across the whole primary/preparatory age range • Experience of leading Pastoral care in a management or leadership role
Skills and Knowledge	<ul style="list-style-type: none"> • Sound knowledge of the SEND Code of Practice • Understanding of what makes 'quality first' teaching, and of effective intervention strategies • Ability to plan and evaluate interventions • Data analysis skills and the ability to use data to inform provision planning • Ability to identify if there are gaps in provision for pupils with SEND in hospital and ensure appropriate support and follow-up • Ability to think creatively when devising SEND plans that provide the best support for outcomes for pupils with SEND • Excellent and empathetic communication and interpersonal skills to support families and pupils with SEND to access education during a time of hospitalisation or home tuition or placement at the community pupils site • Ability to build effective working relationships with an extensive range of external professionals and others for the purpose of ensuring access to education for pupils with SEND and medical/mental health needs • Ability to influence and negotiate • Excellent record-keeping skills and communication with internal and external colleagues • Ability to develop associated policies and implement 	



Person Specification: SENDCO and Pastoral Lead

	Essential	Desirable
Leadership qualities and competencies	<ul style="list-style-type: none"> • Able to lead and inspire the whole school community in all areas relating to SEND • Positive attitude with a clear vision, passion and conviction for Preparatory Education • Excellent organisational and management skills including effective time management • Experience of effective working with the Head, senior leaders and governors • Experience of effective monitoring and self-evaluation • Evidence of reporting the school's data position to OFSTED/ISI/Governors, providing a detailed analysis of next steps and what success will look like • Experience of leading CPD • High level of literacy and attention to detail • High level of computer literacy • Experience of accountability within leadership • High expectations of self, of pupils and of staff, seeking to fulfil their potential • Willing to be trained as a Deputy DSL 	<ul style="list-style-type: none"> • Currently in a whole school leadership role • Experience of monitoring and moderation of work • Experience of line managing teams of staff, e.g. LSAs, teachers, lunchtime support staff • Currently a deputy DSL • Knowledge and understanding of ISI regulations and compliance
Personal Qualities	<ul style="list-style-type: none"> • In sympathy with Catholic Education (although staff do not need to be Catholic) • Commitment to getting the best outcomes for pupils and promoting the vision and virtues of the school • Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Commitment to a child/young person-centred approach at all times • Be self-motivated and able to work in a solution focused manner • Recognises when to seek advice and support and is prepared to do so • Reflective, creative and innovative • Has professional integrity - displays a constructive and optimistic attitude that has a positive effect on others • A generosity of spirit towards the demands of a busy school, as the role requires flexibility and will involve out of hours, weekend and holiday work • Professional in their relationships with children, staff and parents and has a good sense of humour! 	



Job Description: SENDCO and Pastoral Lead

This list is not an exhaustive list of your professional duties and must be read in conjunction with any job description or code of conduct provided to you by the Headmaster.

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.

The following duties shall be deemed to be included in the professional duties which you may be required to perform:

Teaching

- Planning and preparing courses and lessons.
- Teaching, according to their educational need, the pupils assigned to you; setting and marking work (including examinations) to be carried out by the pupils in school or elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.

Other activities

- Promoting the general progress and well being of individual pupils and of any class or group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Making records and reports on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and cooperating with persons or bodies outside the School.
- Participating in meetings arranged for any of the purposes described above.
- Accompanying pupils on trips away from the School.

Assessment and reports

- Providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Regular analysis of pupil data and planning of interventions and next steps

Educational methods

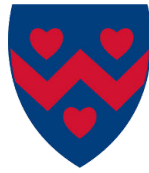
- Advising and co-operating with the Head and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.

Child protection, discipline, health and safety

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.
- Acting reasonably as a parent would in an emergency medical situation.

Staff training, including staff meetings

- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.



Job Description: SENDCO and Pastoral Lead

Public examinations

- Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments.

Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after School sessions.
- Supporting the Registrar with Admissions of pupils to ensure that we are able to meet the needs of the pupils.

Management

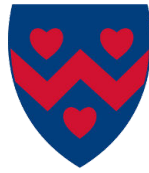
- Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers.
- Co-ordinating or managing the work of other teachers.
- Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

Flexibility

- Take a terms' worth of Saturday teaching as agreed by the Deputy Head
- Support the school's Sporting provision, which may include occasional Saturday Fixtures
- Offer at least one after school activity per week as agreed by the Deputy Head
- You may be required to undertake such other reasonable duties from time to time as the School may reasonably require

SENDCO Duties include the following:

- Take day to day responsibility for provision for pupils with Learning Difficulties, and to manage the departmental team to ensure high quality provision for these pupils.
- Provide up to date and well-informed advice to the Director of Studies and Headmaster on provision for pupils with Learning Difficulties or other Special Needs.
- Have knowledge of relevant research, national inspection evidence and legislation, including the SEN Code of practice and equal opportunities legislation, and how these apply to pupils in the independent sector.
- Formulating, implementing, monitoring and reviewing specifically planned Programmes for individual pupils and Group Educational Plans for small groups.
- Being proactive in ensuring that all teaching staff are aware of their responsibilities to pupils who have specific difficulties, and providing advice on effective teaching approaches for pupils with learning difficulties.
- Identify and teach study skills that will develop pupils' ability to work independently.
- Take day to day responsibility for provision for pupils with Learning Difficulties, and to manage the departmental team to ensure high quality provision for these pupils.
- Provide up to date and well-informed advice to the Director of Studies and Headmaster on provision for pupils with Learning Difficulties or other Special Needs.



Job Description: SENDCO and Pastoral Lead

SENDCO Duties include the following (Continued):

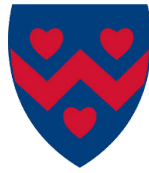
- Have knowledge of relevant research, national inspection evidence and legislation, including the SEN Code of practice and equal opportunities legislation, and how these apply to pupils in the independent sector.
- Formulating, implementing, monitoring and reviewing specifically planned Programmes for individual pupils and Group Educational Plans for small groups.
- Being proactive in ensuring that all teaching staff are aware of their responsibilities to pupils who have specific difficulties, and providing advice on effective teaching approaches for pupils with learning difficulties.
- Identify and teach study skills that will develop pupils' ability to work independently.
- Liaise with outside experts and agencies such as Educational Psychologists, Speech Therapists, etc.
- Oversee the screening of all new pupils to identify potential learning difficulties, or problems with literacy or numeracy, and follow up on any issues that are identified.
- Maintain an up to date and accurate learning support register, which is disseminated to teaching staff.
- Advise as required on the Learning Difficulties of prospective pupils, and participate in the testing of prospective pupils (in particular administering the VR and NVR tests).
- Collect and interpret specialist assessment data by taking an active role in a system of referral, intervention and review for each of the students.
- Ensure that suitable Access Arrangements for public examinations are in place, and that the evidence to support these arrangements is in order.
- Regularly report to the Director of Studies on the activities of the department, and maintain good lines of communication with housemasters, academic tutors, Heads of Department, and other colleagues.
- Ensure that parents are fully consulted on special provision for their children, and receive regular and appropriate reports.
- Identify and deliver effective interventions to raise standards of literacy, and to tackle specific difficulties experienced by pupils.
- Keep accurate records of pupil attendance and activity in the department.
- Hold regular departmental meetings, at least one per term, to discuss matters relevant to the department, individual children, staff matters, etc. to ensure that the department is cohesive and purposeful.
- Take responsibility for the LS Department's resources and development
- Assist in the preparation of examination papers as appropriate
- Attend and contribute to Heads of Department and Staff meetings
- Ensure that the finances of the department are properly managed, including arranging for correct billing of parents for work done by staff on the school payroll.

This job description should be seen as indicative of the type of responsibilities included within the role and not as a comprehensive list. You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

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.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.



Job Description: SENDCO and Pastoral Lead

Pastoral Duties

Leadership and Management

- To work with senior leaders to support and champion activities which promote safeguarding, emotional health and wellbeing across the school
- To be a Deputy DSL and assist the Designated Safeguarding Lead with safeguarding issues, including the management of confidential records and attendance at meetings
- To ensure a high level of confidentiality is maintained in all aspects of working with children and their families
- Attend Senior Leadership Team or staff meetings as required
- To keep up to date with the range of activities, courses and opportunities, organisations and individuals that could be drawn upon to provide support to pupils and build up a detailed knowledge of support available
- To attend training and professional development sessions

Identifying Need and Monitoring Impact

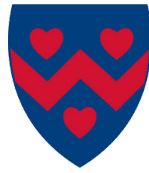
- To assist in identifying needs, co-ordinating support or referral and monitoring impact of pastoral interventions

Working with Parents, Guardians and Carers

- To provide support and advice to families and help develop parenting skills by signposting to appropriate agencies
- To be a point of contact with parents/carers in relation to pastoral care. Liaising with teaching staff and senior leaders
- Follow up all correspondence from parents/carers to ensure enquiries have been dealt with
- Meet parents as required

Targeted Support and Referral

- To carry out pastoral interventions (using relevant schemes or interventions) where required on 1:1 or small group basis
- To determine potential risk and co-ordinate early intervention as appropriate
- To work with external agencies and establish effective partnerships with Family Support Workers, Early Intervention services, Social Workers and other organisations
- To have full knowledge and understanding of the range of activities, courses, opportunities and individuals that could be drawn upon to provide extra support for pupils
- To ensure pupils have timely access to effective mental health/pastoral support when needed
- To ensure the school safeguarding software is used to record all incidents including the details of investigations and support
- To facilitate the sharing of information between local agencies, schools and authorities
- To undertake training, as requested, in order to carry out duties of the post in an informed and effective manner
- To provide bereavement support to families where needed and signpost families and staff to relevant agencies



Job Description: SENDCO and Pastoral Lead

Pastoral Duties (Continued)

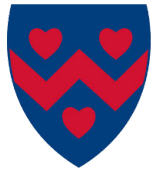
Attendance

- To monitor whole school attendance, especially those who are vulnerable or persistent absentees
- Conduct home visits for families if needed to encourage school attendance
- Liaise with teachers on strategies to support school attendance
- Meet with parents whose children's attendance is dropping to put support in place to improve it.

Pupil Wellbeing

- To assist staff in promoting well-being and developing resilience through the curriculum
- Create links with the local community to enhance the curriculum offer in school
- Take a lead role in developing and implementing practices which reflect the school's commitment to positive behaviour and emotional well-being
- Contribute to school's positive behaviour policy
- Work with the PHSE lead to enhance the delivery of the curriculum in this area, reflecting the schools own issues
- To deliver interventions to groups or individuals, to meet their needs

This part of the job description is not necessarily a comprehensive definition of the post, duties may vary within this framework in line with its general character and level of responsibility entailed.



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PREP SCHOOL

Find Out More About Our School

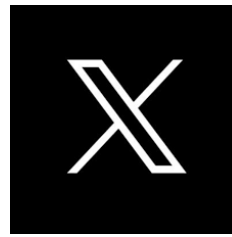
For all our latest news and photos, please follow us via our social media channels



The Oratory
Prep School



@oratoryprepschool



@OPS_OratoryPrep



The Oratory
Prep School

Take our Virtual Tour



Read our Boarding Booklet



"The staff are experts. I leave my children knowing that they will be stretched, supported and developed in every way possible. We consider ourselves very lucky to have found The Oratory Prep School and look forward to many more years of being part of such a caring and nurturing community." Current Parent.

The Oratory Prep School, Goring Heath, South Oxfordshire
RG8 7SF

www.oratoryprep.co.uk