



APPOINTMENT OF:

HEAD OF LEARNING SUPPORT

September 2023

Full-time

Completed applications should be returned to recruitment.academic@johnlyon.org



ABOUT JOHN LYON

John Lyon is an academically selective independent day school, based in Harrow-on-the-Hill in North West London. Having educated boys from Harrow and surrounding areas since 1876, John Lyon welcomed its first girls as pupils in September 2021. The School has moved from being a senior school to an all through 3-18 school, following an amalgamation with Quainton Hall in 2021.

Academic excellence is at the very heart of what pupils who study here seek to achieve. Pupils' academic standards and personal development were both rated the highest possible 'excellent' in our most recent ISI school inspection.

“ The school community transcends cultural difference and exudes an ethos of inclusivity through natural acceptance.

ISI Inspection Report, January 2020



With the opportunity to explore this broad curriculum and gain a solid grounding in all the major academic subjects, pupils work alongside dedicated teachers to develop learning skills, creativity and the ability to fully apply themselves in all areas of life. They perform well from the point they join and go on to achieve excellent results in public examinations at GCSE and A-Level. Most students are rewarded for their hard work by gaining places at leading UK universities, before progressing into the workplace in a huge and varied range of valued professions.

John Lyon pupils also gain from their time outside the classroom. The School has a strong reputation for opportunities and success in Music, Art, Drama and Sport. Add to this an exciting Co-Curricular Programme focusing on a sense of community, achievement and wellbeing, a range of more than 100 extra-curricular activities, and pastoral care that is second to none, a John Lyon education is designed to nurture high-achieving and happy children.

The John Lyon School campus is spread across six buildings at the senior school, the Quanton Hall school site, and a 28-acre mixed sporting facility a short walk away at Sudbury Fields and is part of John Lyon's Foundation which includes the Harrow Family of Schools. We have a clear set of values that are vital to our community. These values shape who we are, what we do and how we do it.

“ Pupils recognise and appreciate that staff have high expectations and allow them sufficient independence to develop self-control and self-motivation.

ISI Inspection Report, January 2020 ”



THE COMMON ROOM

John Lyon has a very friendly and diverse Common Room with a mix of colleagues living locally, in London and as far afield as Hertford, Bucks, Berkshire, Essex and Surrey. Many academic staff join the School straight from university whilst more experienced staff have taught in either independent schools, state Schools or both. The Common Room runs a termly programme of wellbeing activities which is well supported by academic and support staff. This includes theatre trips, celebratory meals, yoga, charity quiz nights and fixtures in archery, football, cricket, hockey and golf.





“ Pupils have outstanding levels of competency in information and communication technology (ICT) and its application to other areas of learning. ”
ISI Inspection Report, January 2020

THE DEPARTMENT



This very well-respected department currently consists of a small team of staff at the Senior School and also similar at the Prep School. The department currently provides support to at least 20 pupils at the Prep School and over 50 at the Senior School. The department has an excellent track record of positive pupil outcomes, including outstanding progress and attitude towards learning. Both School divisions are well-resourced, with the Senior School department being centrally located near to the Reception. Excellent learning spaces and a well-stocked library of departmental books. The department plays a



“ Pupils demonstrate an excellent grasp of numeracy as they confidently apply their numerical knowledge in mathematics and in other subjects.

ISI Inspection Report, January 2020

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key role regarding admissions (entrance exams), screening (at entry for all new Year 7 and 9 pupils), further screening for identifying needs and exam access, raising awareness of pupils' strengths, needs and neurodiversity, providing support to pupils (study skills) and working closely with the Exams team. The department organises visits and also is regularly involved in providing specialised INSET to the rest of the academic staff body.



“ Pupils show a strong aptitude for reading and write effectively for a wide range of purposes.

ISI Inspection Report, January 2020

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RESPONSIBILITIES

The Head of Learning Support is responsible specifically for the leadership and development of Learning Support throughout the school, ensuring that each pupil is positively encouraged to develop their potential to the full. The Head of Learning Support will be expected to work closely with colleagues in the department and across other curriculum areas. The post holder will also themselves be able to provide one-to-one and in-class support to a high standard, and would spend time each week at both the Prep and the Senior School.

MAIN RESPONSIBILITIES

- Planning, implementing and reviewing the Learning Support provision, and following SEND and EAL policy;
- Line-managing staff at both the Senior and Prep Schools;
- Ensuring that assessment of pupils (for example for Learning Support needs and exam access) is both regular and thorough, and that full records of pupils are kept, with oversight also of the pupils with EHCPs;
- Liaising with Admissions regarding SEN aspects of pupil applicants to the School, and transitioning through the School;
- Liaising, where necessary, with the pupil welfare team;
- Overseeing the development and training of staff in the department (including ensuring that staff in the department are suitably qualified), and supervision of departmental staff;
- Leading regular departmental meetings;
- Representing the department within the School in matters relating to the curriculum and management;
- Liaising with other departments in the School;
- Cooperating with senior staff in developing links with feeder and partner schools;
- Implementing the ongoing development of the subject area;
- Providing academic support outside of lessons, such as revision classes;
- Bidding for and running the departmental budget;



“ Pupils achieve superb results in Sports, Performing and Creative Arts. ”

ISI Inspection Report, January 2020



- Managing the provision of textbooks and resources;
- Ensuring Health and Safety guidelines are followed;
- Ensuring that departmental classrooms present a stimulating environment;
- Being available to provide advice and guidance on examination Results Days;
- Implementing all School policies;
- Contributing to the SMSC and PSCH development of pupils;
- Within these specific responsibilities, the Head of Department is expected to foster a lively and enthusiastic atmosphere within the department for pupils.

ADDITIONAL SPECIFIC RESPONSIBILITIES

- To oversee the progress and stocking of the Learning Support section of the libraries, working closely with the librarians over the purchasing of new books;
- To organise trips and activities to enhance the department within the School.

GENERAL DUTIES

- To carry out a share of supervisory duties and detentions in accordance with published schedules;
- To participate in appropriate meetings with colleagues and parents relative to the above duties; To contribute to the PSCH programme when required;
- To attend whole-School events e.g. Open Days, Speech Day etc;
- To provide cover and examination assistance as required;
- All staff are required to contribute to the School's Extra-Curricular and Co-Curricular programmes.
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It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

PERSON SPECIFICATION FOR ALL TEACHING APPOINTMENTS

In making an appointment at the John Lyon School we look for the person who, at interview and by virtue of their qualifications, best demonstrates that they:

- are suitably qualified for the responsibilities of the post,
- has good interpersonal and communication skills with pupils and colleagues,
- has good listening skills and respect for all pupils,
- has the ability to form relationships and to motivate pupils,
- has the ability to generate enthusiasm for the work of the department,
- can demonstrate high standards in the necessary professional competencies required of teachers:
 - subject knowledge and application,
 - classroom management,
 - assessment, recording and reporting students' progress,
 - teaching effectively throughout age and ability range.
- has confidence to contribute their own ideas and initiatives to the philosophy of the School,
- is willing to be involved in the wider activities of the School,
- has a practical understanding of administrative demands,
- has a commitment to personal and professional development.

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the



course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.

This position is subject to an ENHANCED DBS certificate in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders are available from the HR department

In accordance with the Health and Safety at Work Act 1974 all employees have a duty to look after their own and others' health and safety. As a provider of employment and education, we value the diversity of our staff and pupils. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our pupils and staff.

SCHOOL BENEFITS



Membership of the competitive Harrow Coporation DC Pension Scheme - details on page 10



Competitive salary, above that of the maintained sector



Surface Book for every member of teaching staff



Use of the School's Sports Centre (including swimming pool)



Commitment to professional development



Discount membership to Harrow School's Golf Club



Fees remission for children of staff



Complimentary lunch during term-time



Cycle to Work Scheme

Academic Staff Pension Scheme

Teaching Staff at John Lyon School have access to a defined contribution scheme, provided by Aviva for the John Lyon's Foundation



Salary enhanced by

6%



An employer's pension contribution of

14.5%



An employee's pension contribution of

6% or more if desired



Provision of Death in Service cover worth

3x the annual salary



Provision of Income Protection, based on

50%

of earnings (increasing in line with RPI, capped at 5%) to State Retirement Age



Provision of Health Cover via access to a subsidised Medical Cash Plan



Option of making a tax-efficient **Salary Sacrifice** for pension contributions, which generates **National Insurance savings** for the employee as well as the employer, with

50% of the School's saving added as an **additional pension contribution** for the individual

For more information on the scheme, please email recruitment.support@johnlyon.org



QUINTON HALL
JOHN LYON'S PREP SCHOOL



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