



CHARTERHOUSE

**Assistant Head of Learning Support and SEND Department
Starting in September 2025**

Welcome from the Head



Thank you for your interest in this role at Charterhouse.

Charterhouse is an exceptionally rewarding place for our pupils and staff. The developments in our academic and co-curricular provision, boarding and social spaces have facilitated a highly successful move to full coeducation, demonstrating an intentional and strategic drive to deliver a world-class, future-ready education, where every individual is empowered to reach their potential.

Our vision and values place kindness and belonging at the core, and our culture is one of welcome and acceptance. Open our doors and you will find a diverse and enriching range of people, experiences, thoughts and interests that all contribute to our thriving community. We nurture our talent and offer a myriad of opportunities to learn and grow together.

We warmly invite people from all backgrounds to share their passions, skills and ideas and who can help us to continuously lead and inspire the next generation, in an environment where everyone can flourish.

A handwritten signature in black ink, reading "Alex Peterken". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dr Alex Peterken
Head



About Charterhouse

Charterhouse is a beautiful school in a 250-acre campus – a wonderful setting for the whole community to live and work together and a splendid backdrop for teaching and learning.

Founded in 1611, Charterhouse is one of the world's leading coeducational independent schools, welcoming boarders and day pupils at 13+ entry and 16+ entry.

Surrounded by a world of opportunity and connected by a feeling of belonging, each pupil at Charterhouse is educated to embrace life's full potential, and empowered to carry this into their future. A Charterhouse education prepares for both academic success as well as laying the foundations for future professional, social and personal fulfilment.

The School is academically ambitious for every pupil, with all strands of a Charterhouse education leading towards being fully prepared for the real-world of tomorrow and equipped to grasp future opportunity.

The curriculum is all about choice for the individual and is firmly rooted in academic rigour, intellectual curiosity and independent learning. Year 9 pupils follow a real breadth of academic subjects, with the curriculum in Years 10 and 11 culminating in (I)GCSEs.

Pupils benefit from the dual offer available in the Sixth Form: A Levels with an Extended Project Qualification or the breadth of the IB Diploma Programme. A wonderful range of academic electives are on offer, including the Charterhouse Entrepreneurship Diploma (accredited by the Institute of Enterprise and Entrepreneurs) and the Ivy House Leadership Award.

From an outstanding and varied academic education to the raft of co-curricular options – opportunities abound at Charterhouse. With over 80 activities, the co-curriculum is an essential strand of a Charterhouse education, combining opportunities for leadership development, creativity, exercise and team work.

The Boarding House teams are at the heart of supporting each young person on their journey through the School. The Heads of House live in the Houses, and are supported by a team of tutors and pastoral staff – two of whom are also residential. The House Teams are supported by a 24-hour Health Centre and pupils also have access to support through the Wellbeing team, counsellors and chaplaincy.

Shared values are central to life at Charterhouse, enabling each person to be themselves – everything at Charterhouse begins with kindness. We warmly welcome applicants who will share our values and with the enthusiasm and energy to make a significant and lasting contribution to life at the School. Together we can ensure that Charterhouse continues to be a world-class education provider.

PERSEVERANCE
CHARTERHOUSE
RESPONSIBILITY
MORAL COURAGE
OPEN-MINDEDNESS
KINDNESS

Our Values

At Charterhouse we recognise that we each have a responsibility to reflect upon everything we have been given and strive to make the most of the opportunities available to us in order to live our motto: *'Deo Dante Dedi'* – God having given, I gave.

Everything we do at Charterhouse is centred around living to our core set of values. They help steer how we behave, learn and treat each other. They are embedded in and reflected upon in all aspects of school life. Of these, kindness – to ourselves and to others – is the most important and something we encourage in all pupils from their very first day.

We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each child feels valued and can flourish. Every year we welcome children from a diverse range of backgrounds and experiences; this enriches our community and is vital in preparing all our pupils for today's world.

Why Choose Charterhouse

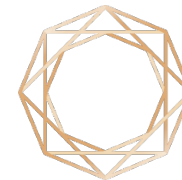
Charterhouse is an exceptional place to work. You will be part of a vibrant and inclusive community with a teaching career in a world-class school at the forefront of educational innovation. Throughout this job description you will see the many reasons to join us. Below are some practical benefits that are offered, complementing a generous remuneration package:

- Competitive contributory occupational pension scheme (currently a choice of GPPP and TPS)
- Death in service benefit up to the age of 70 (if not already included in occupational pension scheme)
- Single Membership of a private medical insurance scheme (subject to eligibility)
- Cash Health Plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment, and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every 3 years)
- Personal Accident insurance
- Access to an Employee Assistance Programme
- School fee remission (subject to eligibility).
- Membership of the School Sports Centre
- Membership of the School's 9-hole golf course at a reduced subscription
- Participation in a 'Cycle to Work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Lunches, during your normal working day
- Free on-site parking
- Invitations to school productions and concerts throughout the year
- Use of the School Library to borrow books & other media
- Continuing professional development as part of our talent management programme.



'Dynamic and energetically ambitious'

- CARFAX TOP 120 SCHOOLS IN THE WORLD



PRINCESS ROYAL
TRAINING AWARD
2023

'Crackling with dynamism, this is a place
where things are always happening.'

- TATLER SCHOOLS GUIDE 2023



Learning Support and SEND Department

The aims of the Learning Support and SEND Department are in line with those of the School: we aim to develop independent learning and stimulate intellectual curiosity. In every case, our goal is to produce in a pupil the ability and confidence to take responsibility for his or her own learning. Achieving this goal is, of course, a prerequisite for success later at university.

The department offers support and guidance to pupils with identified special needs, provides guidance to those who raise concerns about pupils, and offers one-off targeted study skill sessions to any pupil. In exceptional circumstances, on-going one-to-one special needs support may be provided, but in most cases this is not appropriate because we subscribe to the idea enshrined in current legislation that all teachers' must be teachers of Special Educational Needs and the best person to support a pupil's needs in a subject is the subject teacher.

All our teachers are well supported in meeting pupils' individual needs and any information we hold on pupils is disseminated in summarised form, with guidance, to all teachers via the pupil database.

All pupils in the School are tracked using attainment and effort grades. The Learning Support and SEND Department, in liaison with the Heads of Year, as well as the Head of English, uses this system to identify any SEN pupils who are not making good progress and determine appropriate support.

Study Skills are provided to all year groups via the tutorial system. Each year group receives a number of sessions during the academic year, targeted at skills required at key moments in the School calendar eg: revision techniques before exams.

Assistant Head of Learning Support and SEND Department

The Assistant Head of Learning Support and SEND Department is responsible for providing proactive support to the Head of Learning Support and SEND in delivering an excellent, evidence-based provision to enable all pupils at Charterhouse to flourish.

Organisation

- The Head of Learning Support and SEND is the line manager for the Assistant Head of Learning Support.
- The Assistant Head of Learning Support Department is not a line manager.
- The Assistant Head of Learning Support Department should also liaise closely with the Learning Mentors, Academic and Pastoral teams.

Overall Purpose and Responsibilities

The Assistant Head of Learning Support and SEND Department is responsible for the following:

- Delivering effective specialist teaching as part of short and longer-term interventions to build literacy, mathematics, study skills, executive functioning skills.
- Promoting effective collaboration and communication by liaising with parents and staff.
- Supporting Head of Department according to personal strengths in areas such as staff training, policy and systems development, partnerships with external groups and professionals and with our admissions team.
- Coordinating and assessing the need for access arrangements and completion of applications to external bodies where necessary.
- Contributing to the formation of whole school policies and processes in relation to provision for pupils with SEND.
- Work with Learning Mentors to effectively deploy support and actively review pupil needs.
- Demonstrating the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people.

Safeguarding

- Demonstrate the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description does however give an overall view of the position

Working Hours

The standard working hours are Monday to Friday, 8.30 am—4.30 pm during Term Time; however, flexibility beyond these hours may be necessary, and therefore, a willingness to be flexible is essential. Additionally, participation in INSET sessions and attendance at relevant training opportunities are required to support ongoing professional development and ensure effectiveness in the role





Person Specification

Essential Requirements

- Either Level 5 qualification in Teaching Learners with SpLD, or QTS and considerable evidence of experience delivering one-to-one and small group interventions at secondary level
- Up-to-date experience of the JCQ Access arrangements process, either through training as an assessor or through thorough experience of its application and related paperwork in a secondary context

Desirable Requirements

- Level 7 qualification in assessing the need for access arrangements (or Level 7 Specialist Assessor qualification, including training on access arrangements)

- Experience with access arrangements processes for IB and CIE
- QTS or equivalent
- NPQSEN or NASENCO Professional Qualification

Personal Competencies / Skills

- **Exceptional Interpersonal Skills:** Ability to build rapport and effectively communicate with diverse individuals, fostering a collaborative and inclusive environment.
- **Strategic Thinking:** Capacity to analyse complex situations, identify opportunities, and develop long-term plans.
- **Proactive Problem-Solving:** Skilled at anticipating challenges and implementing innovative solutions to overcome obstacles efficiently.
- **Positive, Can-Do Attitude:** Maintains a constructive mindset, inspires others, and contributes to a motivated team atmosphere.
- **Effective Time Management and Organisational Skills:** Proficient in prioritising tasks and managing deadlines.
- **Patience and Attention to Detail:** Committed to thoroughness and accuracy, ensuring high-quality outcomes in all tasks and projects.
- **Initiative and Resourcefulness:** Demonstrates a strong ability to take initiative and seek out opportunities for improvement.
- **Diverse Learning Facilitation Strategies:** Proficient in utilizing a variety of teaching methods and resources to enhance learning experiences and accommodate different learning styles.
- **Proficient in Microsoft Office and Keyboard Skills:** Strong command of Microsoft Office applications (Word Excel, PowerPoint, etc.) and adept at using keyboard skills to enhance efficiency and productivity.

Application Process



Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your latest CV.

Early applications are warmly encouraged, and a bespoke invitation to interview may be offered in advance of the closing date.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.

[Visit our website – Employment Opportunities](#)

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Charterhouse education provided to pupils in our global and multi-cultural environment. Join us now to be a part of it.

If candidates would like an informal conversation before applying, Anne Cooke (Head of Department Learning Support & SEND) would be very happy to talk with you. Please contact her by email (apl@charterhouse.org.uk) to arrange a mutually convenient time.



The closing date for applications is Sunday, 16 March 2025.
Interviews will be held on Friday, 21 March 2025.

The Charterhouse Campus



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