



HEAD OF LEARNING ENRICHMENT (SENCO)

Candidate Pack



PARKSIDE
SCHOOL



About Parkside School

Parkside School is an independent co-educational Nursery, Pre-Prep and Prep School for children aged 2–13, set in 45 acres of beautiful Surrey countryside by the River Mole.

Once a boys' prep school, Parkside has evolved into a thriving co-educational school where every child is encouraged to discover their strengths, embrace new challenges and enjoy an exceptional all-round education.

Balancing strong academic standards with a rich programme of sport, creativity and outdoor learning, Parkside offers a nurturing environment where pupils grow in confidence, character and curiosity, prepared not only for senior school, but for life.

The School's foundations are steeped in history and we are proud of our traditional values, complementing our innovative and forward-thinking curriculum. Parkside provides an academically challenging and rewarding environment to work in with like-minded staff who take a genuine interest in getting to know each other, and every one of their pupils. The staff team provides a world class and rounded education, excelling academically, within Music and the Arts, as well as a longstanding impressive sporting record.

Parkside staff benefit not only from an exceptional working environment but also an attractive salary alongside a contributory pension scheme, use of sports facilities, complementary meals and refreshment during school terms, onsite parking and training and development opportunities.





Overview:

Job Title: Head of Learning Enrichment (SENCo)

Location: Parkside School, Cobham

Reports to: Head/Deputy Head

Position Type: Minimum 2 days per week, permanent, Term Time Only

Start Date: September 2026

Salary: Competitive pay scale and 18% pension contribution for staff holding QTS

The Head of Learning Enrichment (SENCo) is responsible for overseeing and coordinating the School's provision for pupils with Special Educational Needs and/or Disabilities (SEND), pupils with English as an Additional Language (EAL), and pupils identified as more able.

Working closely with the Head and Deputy Head, the successful candidate will support the continued development of inclusive teaching and learning across the School, helping to ensure that all pupils are appropriately supported, challenged and enabled to achieve their full potential within a rigorous academic environment.

At Parkside, Learning Enrichment is rooted in high-quality classroom practice and a culture of high expectation for all. The role therefore requires a strong understanding of adaptive teaching, inclusive education and evidence-informed approaches that enable pupils to access and thrive within mainstream teaching.

The successful candidate will work collaboratively with staff, pupils, parents and external professionals to identify and remove barriers to learning, support pupil progress and promote outstanding teaching and learning within a nurturing, ambitious and safeguarding-focused environment.

Job Description:

Strategic Responsibilities

- Contribute to the formulation and development of the School's aims and policies.
- Advise the Head and Senior Leadership Team (SLT) on SEND strategy and provision.
- Lead the continued development of Learning Enrichment provision across the School, in line with current educational research and best practice.
- Work collaboratively with teaching staff to help identify and remove barriers to learning.
- Support the development of adaptive teaching practices and inclusive approaches across the School.
- Promote an inclusive, nurturing and safeguarding-focused environment in all aspects of school life.



Operational Responsibilities

- Oversee the day-to-day operation of Learning Enrichment provision across the School.
- Coordinate targeted support and intervention for pupils with identified learning needs, where appropriate.
- Maintain effective communication with teaching staff regarding pupil needs, progress and appropriate classroom strategies.
- Support staff in implementing recommendations and strategies from external professionals within high-quality classroom teaching.
- Work collaboratively with teachers and Heads of Department to ensure that adaptive teaching approaches are embedded effectively across the curriculum.
- Assess prospective pupils with additional learning needs and advise the Head on admissions decisions.
- Maintain and review the School's Learning Enrichment Policy and related documentation.
- Coordinate provision and support for pupils with SEND, EAL and those identified as more able, including targeted stretch and enrichment opportunities where appropriate.
- Work closely with Heads of Department to support curriculum access, pupil progress and high expectations across all subject areas.
- Liaise with external agencies and professionals, including educational psychologists and specialist support services, where appropriate.

Pastoral Care & Safeguarding

- Promote and uphold the School's safeguarding policies and procedures at all times.
- Work closely with the Head of Pastoral Care, Form Teachers and wider staff team to support pupil wellbeing, engagement and inclusion.
- Help ensure that pupils with additional needs are supported appropriately both academically and pastorally.
- Support initiatives and provision that promote pupils' social development, emotional wellbeing, confidence, independence and positive participation in school life, including targeted pastoral or social support where appropriate.
- Contribute to a nurturing, inclusive and high-expectation environment in which all pupils feel known, supported and able to thrive.





Development of Provision

- Review and develop Learning Enrichment provision in line with current educational research and best practice.
- Support the development of effective approaches to adaptive teaching, intervention and pupil support across the School.
- Develop and maintain appropriate systems, resources and documentation to support inclusive teaching and learning.
- Maintain and update the Learning Enrichment Handbook and associated policies, as required.
- Contribute to departmental and whole-school development priorities relating to inclusion, pupil progress and teaching and learning.
- Work collaboratively with the Head and Deputy Head (Academic) to evaluate the effectiveness and impact of Learning Enrichment provision.
- Present departmental development plans to SLT and Governors, contributing to the School Development Plan.

Communication with Parents

- Build positive, professional and trusting relationships with parents and families.
- Maintain clear and effective communication regarding pupil progress, support and provision.
- Participate fully in reporting processes, review meetings and parent consultation evenings.
- Work collaboratively with families and external professionals to support pupils effectively.
- Respond to parental queries and concerns in a timely, professional and solution-focused manner.





Additional Responsibilities

- Contribute positively to the wider life of the School.
- Participate fully in INSET, CPD and professional learning opportunities.
- Remain informed about current educational research, inclusive practice and developments relating to SEND and Learning Enrichment
- Support school inspection and quality assurance processes, including ISI and EYFS requirements.
- Deliver or contribute to staff training relating to SEND, adaptive teaching and inclusive practice, where appropriate.
- Ensure compliance with relevant legislation and guidance, including the SEND Code of Practice, Equality Act and safeguarding requirements.
- Undertake occasional teaching or wider school responsibilities, where required.

Please note this job description is designed to outline the main duties and responsibilities associated with this post, but is not intended to be all embracing. The post holder shall be expected to carry out any other reasonable request, from time to time, by the Head or Bursar for the betterment of the School.





What Are We Looking For?

<p>Qualifications & Experience</p>	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) preferred. • National Award for SEN Coordination (NASENCo) desirable, or an equivalent Level 5 or Level 7 specialist qualification in SEND or specific learning difficulties. • Evidence of continued professional development relating to SEND, inclusion and teaching and learning. • Experience teaching within a primary, prep or independent school setting. • Experience working with pupils across a range of SEND profiles and learning needs. • Experience coordinating or supporting SEND provision within a school environment. • Experience working collaboratively with external agencies and professionals. • Strong understanding of assessment, pupil progress, tracking and the use of data to inform support strategies. • Strong understanding of adaptive teaching, inclusive classroom practice and evidence-informed approaches to pupil support.
<p>Skills & Abilities</p>	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Strong organisational, administrative and time-management skills. • Ability to build positive and professional relationships with pupils, parents and colleagues. • Ability to work collaboratively with teaching staff to support inclusive classroom practice and pupil progress. • Ability to analyse assessment and progress data to help inform support strategies and provision. • Ability to manage competing priorities effectively within a part-time role. • Strong understanding of the SEND Code of Practice, inclusive education and relevant legislation. • Sound understanding of safeguarding and child protection responsibilities. • A reflective, proactive and solution-focused approach to supporting pupils and staff.
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • A genuine commitment to inclusion, equality of opportunity and high expectations for all pupils. • Warmth, empathy and emotional intelligence in working with pupils, parents and colleagues. • Resilience, professionalism and sound judgement. • Integrity, discretion and confidentiality. • A reflective, flexible and proactive approach to their work. • Commitment to safeguarding and promoting the welfare of children and young people. • Enthusiasm for contributing positively to the wider life and values of the School.
<p>Professional Expectations</p>	<ul style="list-style-type: none"> • Contribute positively to the wider life of the School. • Promote a culture of high expectation, inclusion and pupil achievement. • Demonstrate a commitment to ongoing professional learning and development. • Uphold the School's safeguarding responsibilities and commitment to pupil welfare at all times. • Support the School's values of Courage, Confidence and Character through their daily practice and relationships



What can we offer you?

The benefits of working at Parkside School go beyond a competitive salary. School visits prior to application are warmly welcomed so you can experience for yourself our friendly staff team, engaged pupils, and outstanding facilities.



School Fee Remission

Opportunity for School Fee remission for children of staff



Meals

Catered lunches and refreshments during term time



Parking

On site parking and close to National Rail station



Working Hours

Full-time with flexibility to support working families/carers. Part-time considered for the right candidate.



Health & Wellness Benefits

All staff receive complimentary health benefits, with a range of everyday healthcare costs covered and access to wellbeing support services.

18%

Pension

Employer Pension Contribution for Qualified Teachers with QTS status (8% for those without)

Full details and terms and conditions of employment will be issued when an offer of employment is made. Any offer of post will be subject to completion of our pre-employment screening, including but not limited to, receipt of satisfactory references and relevant DBS checks.



How to Apply:

If you feel you have the necessary skills, qualities and experience, alongside a genuine drive to make a difference, then we'd love to hear from you.

To be considered for the post applicants should complete the Parkside Application Form (available on our school website [here](#)) by **Monday 25th May 2026** and return this to hr@parkside-school.co.uk

Please note that we reserve the right to appoint before the closing date for the right candidate.

If you have a disability and need any assistance with the application process please contact Human Resources who will be happy to help with this.

Parkside is committed to safeguarding and promoting the welfare of children and young people, and vulnerable adults and expects all staff and volunteers to share this commitment. Similarly, Parkside is committed to being an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion, beliefs, sexual orientation or age.

Applicants must be willing to undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service.





Thank you for your interest

If you would like any more information, please contact hr@parkside-school.co.uk or visit our website at parkside-school.co.uk



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