



Prep Personalised Learning Lead/Deputy SENCo

The Prep Personalised Learning Lead (Deputy SENCo) has overall responsibility for the strategic leadership, development and day-to-day management of Personalised Learning provision across the Prep at Mount Kelly (Reception to Year 8).

The postholder is line managed by the Head of Prep and leads SEND provision within the Prep, ensuring high-quality, inclusive practice and compliance with the SEND Code of Practice (2015). The postholder sits on the Prep Academic Board and Prep Pastoral Board, contributing to whole-school development and decision-making.

The Prep Personalised Learning Lead works closely with the Assistant Head Teaching & Learning, Deputy Head (Prep), Head of Prep and pastoral leaders to ensure that Quality First Teaching (QFT) and inclusive practice are embedded, monitored and quality assured across the school.

The postholder will play a full part in the wider life of the school, teaching a reduced timetable, contributing to co-curricular activities and participating in the normal staff duty and boarding rotas, reflecting Mount Kelly's commitment to holistic education. An appropriate SENCo qualification is required, together with strong knowledge and experience of SEND provision across the EYFS and Primary phases.

Strategic Leadership

- Lead the vision, strategy and development of Personalised Learning across the Prep.
- Ensure Prep SEND provision is compliant with statutory requirements and reflects current best practice.
- Contribute to whole-School SEND strategy in partnership with the Assistant Head Personalised Learning.
- Promote a culture of high expectations and inclusive practice across all year groups.
- Evaluate the impact of SEND provision using pupil progress data, provision mapping and pupil voice.
- Monitor and quality assure the implementation of Quality First Teaching (QFT), working closely with the Assistant Head Teaching & Learning to ensure adaptive teaching strategies are consistently embedded in classrooms.
- Present updates and analysis to Prep Academic and Pastoral Boards.
- Ensure alignment between academic, pastoral and safeguarding systems.

Leadership and Management of Provision

- Provide day-to-day leadership and line management of the Prep Personalised Learning team.
- Manage and oversee the deployment, timetabling and workload of the Prep Personalised Learning team to ensure effective and efficient use of resources.
- Maintain oversight of the Prep SEND register and provision map (via iSAMS or relevant systems), ensuring accuracy, clarity and strategic use of data.
- Ensure systems for identification, assessment and monitoring are robust and consistent.
- Oversee screening processes and referrals to external professionals where appropriate.

- Lead annual EHCP reviews and ensure statutory processes are completed within required timeframes.
- Take responsibility for completing all EHCP documentation (for pupils at the Prep) and statutory paperwork within Local Authority deadlines, ensuring compliance with legal requirements.
- The postholder will maintain appropriate oversight of SEND provision during school holiday periods, including responding to time-sensitive communications, reviewing professional reports, attending statutory meetings where required, and liaising with the Admissions Department in relation to prospective pupils with additional needs.
- Organise and chair Annual Review meetings for pupils at the Prep with EHCPs, ensuring reports are collated, distributed and submitted in accordance with Local Authority guidance.
- Maintain accurate and secure records of meetings with parents, staff and external agencies.
- Work in partnership with the Assistant Head Personalised Learning to ensure consistency of practice across Prep and College.
- Liaise with EAL and Potential High Achievers leads to ensure coherent provision for all learners requiring additional support or extension.
- Work closely with form tutors to ensure that SEND strategies, targets and pastoral considerations are consistently applied and understood.

Teaching and Learning

- Model and promote excellent SEND teaching practice.
- Deliver high-quality 1:1 and small group interventions as appropriate.
- Support teachers in embedding adaptive teaching and inclusive strategies within Quality First Teaching.
- Advise staff on differentiation, reasonable adjustments and classroom strategies.
- Establish clear baselines, measurable targets and time-limited interventions using the Assess–Plan–Do–Review cycle.
- Monitor impact of interventions through progress tracking and regular review.
- Oversee and update Personalised Learning Profiles (Pupil Passports) at least termly.
- Ensure that the day-to-day implementation of SEND policy and QFT practice is monitored and evaluated through collaboration with teachers, learning walks where appropriate, and regular review discussions.
- Support transition planning from EYFS through to Year 8 and onward to College, ensuring continuity of provision.
- Lead and coordinate transition arrangements specifically for Year 8 pupils with SEND moving into Year 9, ensuring effective handover of information, strategies and documentation to College colleagues.

Communication and Partnerships

- Act as the key point of contact for parents of pupils with SEND within the Prep.
- Establish strong, collaborative relationships with families.
- Hold regular review meetings with parents of pupils on the SEND register, providing clear feedback and next steps.
- Liaise with external professionals including Educational Psychologists and specialist agencies.
- Ensure clear and timely communication of strategies and pupil profiles to staff.
- Contribute to transition liaison with feeder schools and receiving schools as appropriate.

Quality Assurance, Compliance and Administration

- Ensure all SEND documentation is maintained securely and in accordance with GDPR.
- Work with the Head of Prep, DSL, School Nurse and pastoral staff to ensure pupils with EHCPs are supported effectively.
- Ensure SEND policy implementation is consistent across the Prep.
- Ensure all legal and statutory responsibilities relating to SEND provision are met within the Prep phase.
- Contribute to inspection readiness and evidence gathering in relation to SEND provision.
- Assist in budget planning for Prep Personalised Learning provision.
- Maintain oversight of learning support charging processes, ensuring that records of assessments, interventions and associated costs are accurate and submitted appropriately to the Bursary.

Meetings and Wider Contribution

- Meet regularly with the Assistant Head Personalised Learning to ensure alignment across the Foundation.
- Meet regularly with the Head of Prep.
- Attend Prep Academic Board and Prep Pastoral Board meetings.
- Attend relevant Foundation Personalised Learning meetings.
- Attend meetings with EAL and wider Personalised Learning colleagues to ensure coordinated support and transition planning.
- Contribute to whole-school initiatives and development planning.

This job description provides a general description of the duties and responsibilities of the role and may be amended. It is not exhaustive, and the postholder may be required to undertake other duties other related tasks, as may be reasonably required.