



## Head of Learning Support

# Application Pack

Contract: Permanent  
Start date: September 2025  
Closing date: midday 20 March 2025

**Early applications are advised as Concord College reserves the right to appoint at any stage during the application process.**

## Welcome from the Principal

Thank you very much for your interest in coming to work with us at Concord: it is a real pleasure to be able to tell you more about this very special place. Concord students love to learn and are ambitious for their futures. Here they are able to pursue their dreams in a safe, calm and supportive place where ideas can be shared and where inquisitiveness and independence of thought are celebrated. Our students' hard work is rewarded with outstanding examination results, and Concordians go on from here equipped to thrive at the best universities in the UK and around the world.



Concordians live and learn in a diverse, vibrant and truly international community supported by outstanding academic and pastoral staff. They have daily opportunities through our extensive co-curricular, sporting, arts, social and cultural programmes to develop hugely important skills in communication, teamwork and social responsibility. The result of this is that Concordians are overwhelmingly confident, empathetic, respectful and tolerant. Most importantly of all, it means they are happy: you will find many smiling faces here.









Our highly talented body of staff work extremely hard to help students get the very best outcomes. They thrive here too and enjoy the challenge of working in such a vibrant and purposeful environment. It's truly exciting: I do hope that you want to find out more.

Dr Michael Truss *MPhys Hons. (Oxon.) FRAS*  
Principal of Concord College

## Introduction to Concord College

Concord College is a highly academic independent international school in England for boarding and day students. We welcome students from all over the world and the local area into our vibrant and varied community, which shares a culture of excellence and joyful learning infused throughout with our core values of kindness, rigour and creativity. Girls and boys between the ages of 13 and 18 enjoy fabulous facilities on our safe and beautiful 80-acre campus set in the heart of the English countryside. Our students achieve the highest standards and have a superb track record in gaining entry to top universities in the UK and around the world. We take care to nurture the individuality of our students to develop their self-confidence, encouraging all here to understand the needs of others and to respect the values of our community.

Concord was founded in 1949 by Paul Oertel and Monica Carr-Taylor in Sussex as a response to the hatred and bitterness of war by using language teaching and personal warmth to break down barriers and misunderstandings between peoples. The College grew quickly, moving first to larger premises at Tunbridge Wells and then, in 1973, to its present site in Acton Burnell. In 1969, upon the retirement of the founder principals, the College was bought by Frank Bell who had founded the Bell School of Languages a number of years earlier. In 1977 Concord accepted girls for the first time. The College became a charitable trust in 1983 and has expanded rapidly since. Now with about 600 students (and an almost perfect 50:50 girl:boy ratio), Concord boasts enviable facilities and utterly outstanding outcomes for its students.

<p>90%</p> <p>GCSE grades 7-9 (2023)</p>	 <p>40 different nationalities</p>	 <p>Average class size of 12</p>	 <p>16 students summited Mt Kenya in 2023</p>
<p>A*A*A*</p> <p>33 students with 3 A*s at A Level (2023)</p>	 <p>State of the art science block</p>	 <p>Over 150 Medics, Dentists and Vets in the last 5 years</p>	 <p>73 acre main campus</p>
 <p>12 Oxford and Cambridge places (2023)</p>	<p>100+</p> <p>clubs and societies</p>	 <p>High ropes course</p>	<p>90</p> <p>students with AAA or better at A Level (2023)</p>

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*“.. for bright sparks with drive and determination, there’s nowhere quite like it”*

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– Good Schools Guide

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*“Those who want to learn with a global outlook and an international community will be in heaven here.”*

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- Muddy Stiletto

## **About the role**

Concord College is seeking to appoint an outstanding practitioner whose support and leadership is warmly received by students and teachers alike. The new Head of Learning Support will head up the College's new Student Learning Hub and will be motivated by the opportunity to make a difference for all pupils, but particularly those with additional or special learning needs. Concord College is committed to the highest standards of teaching and learning for its students and the Head of Learning Support will share this vision and possess the drive to engage students with the full academic curriculum. We therefore seek candidates with a demonstrable ability to thrive in an intellectually invigorating environment.

Concord College students with additional or special learning needs are expected to achieve value-added scores which are in line with averages for the cohort. The ability to inspire children and to increase their confidence and resilience is therefore key. We also look for an ability to collaborate with teaching staff on strategies for improving student performance, leading staff CPD on high-quality, inclusive teaching across the whole school. Experience of working with children for whom English is an additional language will be an advantage.

Candidates should have a strong academic record, including a good degree. Evidence of enthusiasm for an inclusive education should be given, but we will also look for evidence of the capacity to contribute to the school community at large. A track record of delivering focussed support to pupils in either small groups or one-to-one sessions will be an advantage.

## **Main duties and responsibilities**

The key areas of responsibility for this role are:

- develop and implement a vision for Learning Support that aligns with Concord College's ethos of kindness, creativity and rigour;
- ensure this vision is consistent with the latest educational and pedagogical research;
- lead and refine the College's approach to identifying students with additional or special learning needs, via appropriate screening measures;
- ensure that the right interventions are made and appropriate strategies are implemented to support students with additional or special learning needs;
- adopt a data-led approach to evaluating these strategies and use the findings to inform change;
- take decisions on when to liaise with external bodies and educational psychologists to ensure the right level of support for students with additional or special learning needs;
- lead and deliver training to upskill teachers and support staff in supporting students with additional or special learning needs, developing staff confidence;
- maintain and develop a bank of resources, physical and digital, to support students with additional or special learning needs in a variety of classroom contexts;
- ensure that the College's Learning Support policy reflects best practice in the field and is updated in line with regulatory requirements;
- act as an ambassador for Learning Support in the College and make sure key information is communicated effectively;
- maintain accurate and up-to-date records of Learning Support in the College's management information system (MIS) so that it is accessible to relevant staff;

- create Individual Education Plans (IEPs) for students who are diagnosed with additional or special learning needs and to ensure they are reviewed over appropriate timescales;
- coordinate access arrangements for assessments and examinations, working closely with the Director of Assessment and Student Learning and the Exams Office;
- collaborate with middle and senior leadership to manage a smooth transition for students with additional or special learning needs from Lower School to Upper School;
- prepare reports for the Principal, Concord Senior Team (CST) and the Board of Trustees as required;
- contribute to the highest standards of safeguarding and to a holistic approach to students' wellbeing and progress;
- demonstrate commitment to continuous professional development;
- participating in regular departmental meetings, INSET, College training events, observation and professional review in order to maximise the quality of teaching;
- use of the iSAMS database;
- promoting the general well-being of students and communicating with heads of houses, boarding parents and/or personal tutor responsible;
- any other reasonable management request.

### **General and College Responsibilities**

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the College in relation to the postholder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

You should be willing to assist in other areas of work within the College which are within your skills and capabilities, as reasonably requested by your line manager.

## **Person Specification**

In order to meet the high standards expected of staff at Concord College, we seek to employ a person with the following qualities, experience, skills and abilities:

### **Education & Qualifications**

- Bachelor's degree in a relevant subject, with QTS;
- relevant/additional qualifications within the field of Learning Support/SEND;
- general secondary education or equivalent;
- well-developed understanding of the English language;
- GCSE Maths and English;
- relevant/additional qualifications within the field of Learning Support/SEND.

### **Experience & Knowledge**

- experience of providing for pupils with additional or special learning needs;
- experience of co-ordinating access arrangements for IGCSE and A-level;
- proven commitment to the Concord College ethos of kindness, creativity and rigour;
- an international outlook and understanding working with students from a range of educational backgrounds;
- good working knowledge of health and safety law and practices;
- good organisational and interpersonal skills;
- the ability to work collaboratively and professionally with a wide range of people;



- ability to prioritise workload and work effectively under pressure to tight deadlines;
- high degree of common sense, adaptability and resourcefulness;
- numeric and computer skills;
- experience of working in a boarding school.

### **Personal attributes, skills and values**

- be a passionate advocate of Learning Support;
- be able to commit to and lead others towards a clear vision;
- be able to show genuine warmth, approachability and a high degree of emotional intelligence;
- be committed to integrity, discretion and a commitment to moral consistency;
- have high levels of organisational skills and the ability to prioritise a varied workload under pressure;
- be able to show clarity of thinking and the wisdom to make well-judged decisions;
- be willing to prioritise the needs of others and respond accordingly;
- tact and diplomacy;
- reliability;
- drive and energy;
- ability to deal in an appropriate manner with students and staff;
- flexibility in outlook in order to respond to the College's needs;
- generosity of spirit - the role is likely to require hard work and a professional attitude to the commitment required in a boarding school;
- willingness to take on further training to assist with other roles as required / needed by the college;
- self-motivated and enthusiastic;
- Good interpersonal skills and the ability to work as part of a team;
- ability to motivate and enthuse others;
- a clean driving licence;
- ability to teach subjects from GCSE through to A-level;
- commitment to engaging all students with their learning in the classroom and maintaining high expectations of student involvement;
- willingness to accommodate the needs of students from a variety of linguistic backgrounds;
- confidence in IT and good IT skills, being able to pick up new procedures and routines quickly;
- effective and efficient administrative skills;
- contribute to the extra-curricular life of the College.

## **Terms of appointment**

### **Remuneration and benefits**

We offer a competitive remuneration package.

Concord College employees are entitled to a complimentary lunch (when the kitchen is in operation), participation in a defined contribution pension scheme with employer contribution, an employee assistance programme, life assurance cover, a cash health plan, free parking, income protection and reduced school fees (subject to your child being awarded a place at Concord College).

## **Holidays**

Teaching staff will not normally be required to work during College holidays, except for pre-sessional staff meetings and training, and post-sessional report writing. Teachers are entitled to the statutory minimum holiday entitlement under the Working Time Regulations 1998 which is to be taken during College holidays. Public and bank holidays occurring during College terms may well be working days.]

## **Hours of work**

Academic staff are expected to work the hours necessary to fulfil their role to the highest possible professional standards, and be available for all scheduled lessons, duties, meetings and other associated activities. Teachers are also expected to actively support College events as far as possible and contribute to the broader life of the College, demonstrating flexibility.

## **Safeguarding and child protection**

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken, which includes checks with past employers and the Disclosure and Barring Service. The College's central role and responsibility is in caring for the welfare of its students. It recognises its statutory duties to pass on concerns and to work with other agencies in the field of safeguarding children.

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the College's Safeguarding Policy.

## **Health and Safety**

In accordance with the Health and Safety at Work Act etc. 1974 and associated legislation, all employees must comply with and assist the College in the implementation of its Health and Safety Policy. Employees must also adhere to any requirements arising from, or relating to, and relevant risk assessments. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

## **Equality and Diversity**

Concord College is an equal opportunities employer. Employees must comply with the College's Equal Opportunities Policy and equality, diversity and inclusion practices in force and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

## **Code of Conduct**

Employees at Concord College are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the College's positive ethos and culture and must act in accordance with the College's Staff Code of Conduct.

## **Data Protection**

All employees must comply with the College's Data Protection Policy and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

## **How to apply**

Please complete an application form which can be obtained from our HR Department at [recruitment@concordcollege.org.uk](mailto:recruitment@concordcollege.org.uk) or call +44 1694 731631.

Application forms are also available on our website: <https://concordcollegeuk.com/about-us/working-at-concord/>

Please note CVs will only be accepted if submitted with a fully completed and detailed application form.

The closing date for applications is midday on 20 March 2025.

We expect to schedule interviews during the week beginning **24 March 2025**. Interviews will take approximately two hours and will be held at the College. As part of the process you will be given a tour of the College and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of your on-line social media presence may also be conducted as part of our due diligence checks.

There is no need to visit Concord College before applying as our website provides plenty of information, including key policies.

All applications will be acknowledged.

This post is exempt from the Rehabilitation of Offenders Act 1974. Our policy in relation to the recruitment of ex-offenders can be found on the College website.

**Concord College, Acton Burnell, Shewsbury SY5 7PF**

[www.concordcollegeuk.com](http://www.concordcollegeuk.com)

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