



Heath Mount School

Head of Learning Support Candidate Information Pack



WELCOME

Thank you for your interest in the role of Head of Learning Support at Heath Mount. This is a wonderful opportunity to play a pivotal part in our successful, friendly and busy School.

Shortlisted by Tatler Magazine as one of the five best Prep Schools in the UK, Heath Mount is a leading day and flexi-boarding school that's home to around 500 boys and girls between the ages of 2 and 13. The school was founded in 1796 and has been situated in the Grade I listed mansion of the Woodhall Park Estate near Hertford since 1934.

Nestled in 40 acres of glorious countryside, Heath Mount provides an inspiring, dynamic and supportive working environment underpinned by the School's family-feel ethos and values.



OVERVIEW

We are looking to appoint an enthusiastic and experienced Head of Learning Support to lead, develop and support our Learning Support Team from January 2027.

The Learning Support Department enables every pupil to learn without barriers, granting equal access for every pupil to our broad and balanced curriculum. Our aim is to allow every child to reach his or her potential through the most effective, least intrusive support.

The successful candidate will have a determination and intention to make a real difference to the lives of pupils and the experience to develop specialist teaching and learning within our school.

Heath Mount is a very busy day and boarding school with longer school days, and longer holidays. The person appointed would be expected to contribute to our extensive after school extra curricula programme and occasional evening sessions. We are looking for a team player to work alongside a group of enthusiastic colleagues in a very busy area of the school.

This post presents a rare opportunity for a talented and passionate practitioner to join a successful department with an outstanding Scholarship record at 13+

Heath Mount is a supportive and inclusive school and we aspire to attract colleagues who can reflect our diverse and brilliant School community – we encourage all aspirational and enthusiastic people who meet the minimum criteria to apply.



OUR SCHOOL

Described by The Good Schools Guide as a place 'buzzing with innovation and scoring notable national achievements in more than one area,' we deliver an academically rigorous education alongside an exciting extra-curricular programme. Our pupils achieve outstanding results within a nurturing and supportive framework that puts happiness and mental wellbeing at the heart of all we do.



Children are valued as individuals and we seek to develop the talents of every child whilst preparing them for the exciting and dynamic challenges that lie ahead. We foster a love of learning whilst encouraging skills of initiative, determination and independence that will last a lifetime. Our pupils look outwards from a secure and happy start.

Chris Gillam, Headmaster



The school celebrates the successes of every individual on a regular basis. This results in all pupils being able to identify the areas of school life at which they excel. As a result, they maintain high levels of self-knowledge, self-esteem and self-confidence which successfully confirm their general sense of worth and purpose.

The school is effective in perpetuating a culture of high levels of achievement in all subjects, reflected in the results of external assessments... at a range of selective senior and secondary schools. These include the wide variety of scholarship awards which are typically gained by the majority of the school's oldest cohort of pupils each year. This is a significant strength of the school.

ISI Report 2025



ROLE DESCRIPTION

Core Responsibilities



Qualifications and Experience

- Ensure School policies and procedures are in line with the latest Government regulations.
- To ensure our practice complies with the SEND Code of Practice
- Holds the NASENCO qualification (National Senco Award)
- Qualifications for assessing pupils with Specific Learning Difficulties, e.g. OCR Level 7 Certificate/Diploma SpLD would be desirable
- Create and maintain pupil records for those children with identified SEND.
- Ability to oversee the EHCP application process
- Communicate with parents effectively
- Experience in teaching pupils with additional needs
- Experience of leading a team of staff supporting pupils with SEND is desirable
- Some experience of handling a budget
- Ability to devise individualised and highly specific support plans for pupils
- Experience of preparing and leading SEN training for the wider teaching body
- Experience of teaching across a range of year groups is desirable.
- Excellent communication, motivational, organisational and planning skills
- Experience or knowledge of effective intervention programmes
- Providing referrals for children to access outside agency support and liaising with professionals.

Department

Manage and develop the department, developing, inducting, motivating and appraising members of the team ensuring that they have clear expectations of their roles and an understanding of the high performance that is to be expected from staff.

Liaise with other departments and the SMT to facilitate the development of SEND teaching



ROLE DESCRIPTION



Core Responsibilities

Pupils

- To provide early and timely identification of those pupils in need of support through screening and monitoring procedures
- To teach small groups and individual pupils in specialist learning support lessons within the Learning Support Department.
- To ensure that the objectives outlined in EHCP's are met, and that information is collated and documentation prepared for annual reviews
- To ensure effective and supportive communication and dialogue with parents/carers of pupils with learning support needs, including ensuring that the development and attainment of pupils is assessed, recorded and reported accordingly
- To ensure background information about pupils' learning needs is collected from parents and other professionals, liaising with the Designated Safeguarding Lead as appropriate
- To liaise as appropriate with other colleagues and external professionals, e.g. Educational psychologists, Speech & Language Therapists etc;

Whole school

- To maintain the profile of Learning Support within the school
- To oversee exam access arrangements, liaising with the Director of Curriculum
- To play an active role in liaising with senior schools, ensuring a smooth transition for pupils where appropriate
- To play a full part as an integral member of the academic team, as a Head of Department, tutor, and contributor to the extra-curricular programme



WHAT WE OFFER

- Excellent salary package for the right candidate
- Staff lunches prepared by our award-winning catering team during term time
- Free parking
- Use of school swimming pool and gym
- Pension (APTIS Scheme)
- Westfield Foresight Health Cash Plan Cover



Working Hours

This is a full-time position with core teaching hours from 8.15am to 4.45pm.

All posts are subject to the terms and conditions as laid out in the contract of employment issued by Heath Mount School Trust.

The role includes attendance at all Inset days and other days, such as Open Day, Speech Day and parents evenings as agreed with the Headmaster.

Start Date: 1st January 2027

How To Apply/Interviews

Further details and an Application Form can be downloaded from www.heathmount.org, or email HR@heathmount.org

We reserve the right to interview before the closing date, so candidates are advised to apply as soon as possible.
Please email your completed application form to: HR@heathmount.org

Closing date: 9.00am, Monday, 29th September 2026



EQUAL OPPORTUNITIES STATEMENT

As an equal opportunities employer the school genuinely welcomes all applicants. We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join our school.

SAFEGUARDING

- Employees must adhere to and ensure compliance with the school's Safeguarding Policy at all times
- Employees should actively seek to create a climate of respect and understanding of the needs of the children and ensure the provision of a safe and secure working environment, in keeping with legal requirements

This job description is not exhaustive and the successful candidate will be expected to undertake additional duties as required that are broadly consistent with the job description.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. The post holder's responsibility for promoting and safeguarding the welfare of the children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy 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 children in the school, he/she must report any concerns to the School's DSL or to the Headmaster.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."



GROUNDS & FACILITIES

While proud of its heritage and sense of tradition, pupils benefit from forward-thinking teaching methods combined with up to date technologies and unrivalled facilities. Our state-of-the-art 200 seat Performing Arts Centre hosts our drama productions, concerts and guest speakers. The sports hall is fully equipped for gymnastics and indoor games and includes a professional-standard dance studio while the grounds include rugby, football, cricket pitches, netball courts and AstroTurf as well as a swimming pool.

The exquisite Grade I mansion is where our Prep school students are based from Year 5 to Year 8. It is also home to the main library, dining rooms, art, pottery, DT and food tech departments, ICT suites and science labs. An adjoining music block provides rooms for individual music lessons. Our Pre-Prep occupies a dedicated modern building with its own library, computing suite, music room and hall in addition to a fantastic adventure playground.

The Lower School sits adjacent to our Pre-Prep and Nursery building and the Performing Arts Centre. Our year 3 and 4 pupils enjoy their own modern, fully equipped building with light, airy classrooms. They also use the science, art, and DT rooms in the main building as well as the dining facilities for our award winning lunches.

Children may flexi-board from Year 3 upwards with boys boarding in the main mansion house and the girls boarding in the cosy surrounds of River House in the grounds of the estate.



VALUES & PASTORAL CARE

During their time here, children develop a strong moral compass. We expect all our pupils to demonstrate our key values of acceptance, respect, integrity, industry and achievement. Each child's happiness is at the heart of a Heath Mount education. We are committed to enhancing our pupils' emotional, physical and mental well-being, ensuring different needs are supported.

A Natural Environment: Children flourish in the beautiful woodland setting where break times are spent happily playing in the woods, making dens or exploring nature.

INTEGRITY, INDUSTRY, RESILIENCE, RESPECT AND ACCEPTANCE