



# Llandoverry College

An independent day and boarding school for boys and girls from 3 to 18 years old, set in the heart of the Welsh countryside

Appointment of a

## Learning Support Team Administrator

January 2022

# Llandovery College



*Gwell Dysg na Golud: Our Education is our Wealth*

Llandovery College, one of Wales' oldest and most successful independent schools, is situated in a small market town in the heart of the beautiful Tywi Valley, West Wales. Comprising a Nursery School, Prep School and Senior School, our ethos is driven by pride, passion and performance. Our values are compassion, tolerance, kindness, integrity, generosity of spirit combined with a commitment to service and academic excellence.

Our pupils receive a bespoke academic education, tailored to excite and inspire young minds. We provide a stimulating and fulfilling learning environment where, in small class sizes, teachers have time to give children the individual attention they deserve.

With outstanding sporting provision and a legendary rugby heritage, the College provides an excellent rounded educational experience: drama, music, the Combined Cadet Force and outdoor pursuits flourish at the highest level and the College organises a wide range of tours, trips and expeditions.

***“Passionate about Sport. Serious about Education”***

Home to around 250 pupils, aged 3 to 18, Llandovery College is a close-knit community of boys and girls, boarders and day pupils from Wales, and from all over the World.





# Learning Support Team Administrator

*Part time, permanent: 2 days a week*

A unique opportunity within our Learning Support Department.

## *Job Description*

We are all unique. No two learners are the same. Here, at Llandoverly College, we celebrate that uniqueness, and strive to ensure that every pupil has their chance to learn and achieve. In the true spirit of non-selective, inclusive education we ensure that every learner has fair and equitable achievement opportunities. When our pupils are recognised as having a specific difficulty which is preventing them from learning, we have highly trained teacher assessors, who will establish their area of specific difficulty and their strengths, and who devise individualised, cumulative, sequential, highly structured and multi-sensory learning. For learners with specific learning difficulties we aim to improve their literacy skills, their phonological function, their self-confidence and their belief in themselves.



We are committed to helping our learners to overcome the overwhelming difficulties they experience in their learning, and in their sense of themselves, and how they fit into their school community, because we believe it is the right of every pupil to have the chance to learn safely, without criticism or judgement, and to help them to be the best they can be.

We are seeking a highly efficient, capable Administrator, with an excellent level of attention to detail, to play an important part in ensuring that the Learning Support Department operates and is seen to operate in an effective and professional manner.

This post will be part time (2 days a week) and the salary will be £18-20K (pro-rata), depending on experience and qualifications.

## Interested?

This is an important position within the College, line-managed by the Head of Inclusion and remunerated on the appropriate scale.

### *Objectives*

To play an important part in ensuring that the Learning Support Team operates and is seen to operate in an effective, efficient and professional manner.

To provide high quality administrative support within the Learning Support Department.

To communicate effectively with parents in relation to learning support provision.

### *Job Description*

To make effective use of school information management and communication programmes such as iSAMS, Excel and Microsoft Teams.

To maintain a high level of professional communication with parents, school staff and external agencies.

To maintain a high level of confidentiality relating to pupil's learning needs.

To undertake general administrative duties, such as maintaining school records, SEN register and Provision Map.

To complete online applications for examination access arrangements.

To carry out administration of exam access arrangements – initial completion of Form 8, emailing parents and collating evidence of normal way of working from subject teachers.

To communicate with parents in relation to learning support provision, sending and collating parental permission, collating fee evidence for the Finance Team, sending family questionnaires and permission and fee agreement in preparation for diagnostic assessments.

Performing any other duties that may be required from time to time

Submitting to an annual formal appraisal by the Head of Inclusion or any other person acting on her behalf.





## Applications

The closing date for this post will be Friday 26 November.

Llandovery College is an equal opportunities employer, we value diversity and are strongly committed to providing equal employment opportunities for all employees and all applications for employment.

Equal opportunities are the only acceptable way to conduct business and we believe that the more inclusive our environments are, the better our work will be.

*Llandovery College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*This appointment will be conditional on successful pre-employment and enhanced DBS checks.*



Applications should be submitted via TES/E-Teach, or sent directly to the Deputy Warden, together with a covering letter and the names, addresses, telephone numbers and email addresses of two referees.

For convenience, email communication may be used.

Ms A V Sandford  
Llandovery College,  
Queensway,  
Llandovery,  
SA20 0EE

01550 723002

Deputy.warden@  
llandoverycollege.com