



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



Information for Candidates

Director of Academic Mentoring
(SENDSCO)

Head's Welcome



Thank you for your interest in joining our team. This is an opportunity to play an integral role in a school with a rich history at the vanguard of educational change. We have a powerful sense of the way in which we shall develop in the decades to come and we seek energetic professionals to join us and to help us to build and realise our vision.

We take pride in a school culture which is inclusive, and which is both forward looking and rooted, dynamic and yet caring. Through our rigorous and imaginative curriculum and a highly responsive pastoral system, we engender in our pupils the courage and ambition which

they will need to succeed and to play a constructive role in their wider community and society.

Our staff are the School's most valuable asset and we aspire to create a sector-leading environment in which they can work. We are committed to a thoughtful process of continuing professional development and we create multiple pathways for our colleagues to progress in their knowledge, skills and experience. We are fortunate to have built a strong sense of loyalty amongst our colleagues and we regard the stability of our staff body as a major strength. Many of our employees have built successful careers with us over a protracted period and the sense of community amongst us is strong. Opportunities for promotion and advancement are plentiful. Professional fulfilment is key to staff wellbeing, but so too is access to a range of additional benefits and we are responsive to this too – the happiness of its staff is critical to any organisation's ultimate success.

Ibstock is without a doubt the most dynamic and the most interesting school in which I have worked through my career. I hope that you will be inspired to join us and to make your own contribution to our evolving mission and journey.

Chris Wolsey
Head

About the School

Ibstock Place School is an independent co-educational day school affiliated to HMC, the Head's Conference and to IAPS, the Independent Association of Prep Schools. We occupy a beautiful and well-appointed ten-acre site on the edge of Richmond Park in South-West London.



Established in 1894, we have championed the merits of co-education since our foundation. The School was originally created to showcase the ideas of a progressive German educationalist, Friedrich Froebel and, early on, it specialised in Early Years education. Indeed, it was Froebel who coined the term Kindergarten. While EYFS provision remains an important part of our provision, we have grown considerably since 1894 and we now provide an integrated pathway for our pupils all of the way from 4 to 18 years. We are heavily oversubscribed, and we currently educate around 1100 young people. We have major points of entry at 4+, 7+, 11+ and 16+ and a thriving Sixth Form of around 200 pupils. Our catchment area is steadily growing and our pupils join us from a wide range of both maintained and independent schools.



Academically, the School is strong and we routinely appear in the upper reaches of newspaper league tables, both for GCSE and A Level outcomes. About 80% of our pupils move on every year to Russell Group universities, including Oxford and Cambridge. There is also growing interest in higher education pathways outside of the UK, including those in North America.

Our curriculum is broad and balanced. We seek a unique synthesis of learning which combines the best traditions of a liberal and humane education with an outlook which is forward-looking and dynamic. We have invested heavily in new technology in recent years and we seek to be at the forefront of educational change.



About the School

We recognise that AI will re-shape the landscape of schools in the decades to come and we are taking steps to ensure that we are well-placed to benefit from it. We understand too the importance of a strong co-curricular offer – from our inception, we have been convinced of the virtues of a “whole education”. Our pupils can access over 140 different clubs and activities and we have exemplary provision in sport, music, drama, dance and debating. In the Senior School, the Duke of Edinburgh Award Scheme is notable for its strength and quality of provision. We expect all teaching staff to make a meaningful contribution to it.

Our pastoral system is exceptionally well-developed and responsive to the individual needs of our pupils. The work of our pastoral teams is supplemented with a class-leading pupil counselling service which we run in collaboration with The Soke, a specialist mental health and wellbeing provider based in South Kensington.



We are committed to the integration of pupil voice in the life of the School and our prevailing organisational culture prioritises the importance of listening, just as it does the celebration of our diversity and the affirmation of our pupils' achievements. The same extends to our other stakeholders – our parents and, of course, our staff.



As a charity, we work hard to ensure public benefit. In addition to a generous and expanding programme of bursaries to support pupils for whom an independent school education would ordinarily be out of reach, we sustain a burgeoning partnership programme with many local state schools and community organisations. In addition to the frequent sharing of our facilities, we undertake a wide variety of projects across all aspects of our operation which ensure that in Roehampton and beyond, we are a force for good. For more details of our work, see www.schoolstogether.org and search for Ibstock Place.

We are ambitious for our future. We have grown considerably in recent years – in size most certainly, but also in terms of our profile and our achievement. Our ambition is to build yet further upon this recent success and to become the leading co-educational independent day school in London.

About the Role



We seek to recruit a **dynamic and experienced Director of Academic Mentoring (SENDCO)** who will be able to build on the already excellent provision in this area. This is a Senior School role. The position includes **membership of the Senior Management Team**.

Our mission of increasing inclusion, communication and confidence is woven through all aspects of School life and is built on a solid evidence-based understanding of neuro and physical diversity.

The origins of the Department name are:

- Academic rather than Learning: We work to support all pupils as needed in their academic endeavours, not only those with diagnosed SEND.
- Mentoring rather than Support: We work with pupils - guiding and facilitating pupils to become self-sufficient learners. We also offer advice to our colleagues on matters relating to SEND.

Start date **September 2025**. This is a full-time, permanent role.

Salary will be **generous by sector norms** and will be dependant on skills and experience. This post will have 6 month probationary period.

Deadline for applications: 22 April 2025.

Responsibilities

General Overview

Leadership and Management

- To grow and develop the vision for the Department of Academic Mentoring at Ibstock, and to lead in all aspects of its realisation.
- To lead our two Academic Mentors and the second in department, ensuring that they are fully equipped to fulfil their roles.
- To contribute annually to the School Development Plan on all SEND matters.
- To ensure that issues relating to SEND are embedded in planning and teaching across the School.
- To write and periodically review policies relating to SEND so that they are consistent with best practice in this area.
- To ensure that the School is demonstrably compliant with regulatory guidance relating to SEND, and that it is well-prepared for scrutiny undertaken by the Independent Schools Inspectorate in this area.
- To develop a clear sense of the quality of SEND provision across the School and to provide feedback on these matters to teachers, Heads of Faculty, Senior Managers and to the pastoral team.
- To contribute to the appraisal of all colleagues directly involved in the work of the Department.
- To ensure the SEND Register is up-to-date.
- To oversee Individual Educational Plans for pupils.
- To ensure that teachers are well-informed on relevant SEND matters before Parents' Evenings.
- To examine and summarise new specialist reports and share with teaching colleagues.
- To oversee the weekly Academic Mentoring timetable, liaising with relevant colleagues and disseminating them as appropriate.
- To ensure that the Department's practices relating to safeguarding are secure and consistent with best practice.
- To share materials relating to SEND for our tutors e.g. Handwriting programme, prep audit etc.
- To work collaboratively with the Director of Teaching and Learning, Deputy Head (Pastoral), Deputy Head (Academic), Examinations Officer and other colleagues as appropriate.



Responsibilities

Screening and Monitoring

- To resource, source, deliver, report on and review screening of Senior 7 pupils at the start of each academic year and to keep detailed overviews of Senior 7 pupils covering a range of baseline data points.
- To work alongside the Admissions Team in examining the files for all new entrants for references to SEND, and to consult with previous Schools where appropriate.
- To liaise with the Registrar and the Director of Admissions on new and prospective pupils with SEND.
- To consult with relevant colleagues over possible action when there is a suspicion of a previously unidentified SEND.
- To liaise with pastoral team, parents, and others on routes to assessment, and to provide all stakeholders with comprehensive notes on pupils prior to assessment.
- To monitor the progress of pupils with SEND, tracking them as appropriate and seeking feedback as required.
- To monitor and evaluate the effectiveness of Academic Mentoring interventions.



Teaching and Mentoring

- To teach one-to-one and small group Academic Mentoring lessons including those for pupils with English as an Additional Language.
- To offer one-to-one support to our pupils with reference to organisation, time management, revision, and examination techniques.

One-to-one teaching amounts to approximately 6-8 hours of the role per week, although there is flexibility to suit the demands of the Department.

Responsibilities



Professional Development

- To maintain an up-to-date knowledge of best practice and relevant legislation in SEND provision and to use this knowledge to improve all aspects of practice at Ibstock.
- To maintain membership of relevant professional associations.
- To undertake relevant CPD as required to maintain an up-to-date knowledge of all aspects of SEND within the context of a selective independent School.

Working with other staff and other stakeholders

- To build and sustain positive relationships with our parent body.
- To meet with the Deputy Head (Pastoral) and the Academic Mentoring team on a weekly basis, and liaise with Heads of House as required.
- To liaise with individual teachers as required, seeking feedback, and offering advice.
- To attend Safeguarding meetings in order to contribute regarding SEND pupils.
- To deliver relevant training to teaching staff on matters relating to SEND, both for the School and on a more individual or small-group basis.
- To liaise with other specialists from outside of the School, including speech therapists, psychologists, assessors, optometrists, occupational therapists etc.
- To liaise with the Director of Sixth Form in managing the transition of pupils into the Sixth Form who have SEND.
- To respond to requests for contact from parents of prospective pupils with SEND and to attend our open days and marketing events to field enquiries in this area.
- To manage the EHCPs for relevant pupils, liaising with pupil, parents, specialists, and others and to lead the annual reviews.

Responsibilities



Access Arrangements

- To organise and liaise with teachers regarding pupils' need for and use of accommodations.
- To be well-informed of any changes to the JCQ EAA.
- To apply for Exam Access Arrangements through the relevant exam boards, and ensure that all paperwork is up to date.
- To liaise with our preferred assessor (and run diagnostic tests in school if qualified to do so).
- To liaise with the Exams officer to ensure the best applicable solutions are in place for all pupils with SEND for both external and internal exams.

Person Specification

Qualifications	
A good degree from a recognised university	Desirable
Further qualifications in an area related to this post (e.g. SENCO NPQ)	Desirable
Experience, Knowledge and Understanding	
Experience of working with senior management in a school context	Desirable
Evidence of continued professional development	Essential
Experience of creating and implementing policies at an organisational level	Essential
Experience of leading strategic initiatives across a whole school or relevant organisation	Essential
Level 7 or above “diagnostic testing”	Desirable

Person Specification

Skills	
The ability to communicate confidently with colleagues at all levels across the school, including governors	Essential
High level of professionalism, diplomacy, discretion and the ability to maintain confidentiality	Essential
Logical and methodical approach with a high level of accuracy	Essential
Strong organisation and time management skills	Essential
Ability to communicate effectively with a wide range of audiences, in writing and verbally	Essential
Ability to manage and motivate staff	Essential
Excellent interpersonal and relationship-building skills	Essential
Excellent attention to detail and ability to spot anomalies within data	Essential
The ability to anticipate needs, pre-empt problems and offer solutions	Essential
The ability to work on their own initiative	Essential
The ability to prioritise effectively, multi-task and work to deadlines	Essential
Strong IT skills	Essential

Person Specification

Personal attributes	
Commitment to safeguarding children and young people	Essential
Calm, approachable and professional manner	Essential
Self-motivated and able to work under pressure	Essential
Ability to inspire confidence in a wide range of stakeholders	Essential
Ability to work autonomously and as part of a busy team	Essential
Resilient with a 'can do' attitude	Essential
Willingness to express an independent viewpoint within a team environment	Essential
Willingness to commit to the School's aims and values, and to be involved in its full spectrum of operation	Essential
Commitment to equality, diversity and inclusion	Essential

Staff Benefits



Our aims and ethos

At the heart of our educational philosophy are five core values, which guide every aspect of our School community. These serve as the bedrock of our culture, shaping the attitudes, behaviours and aspirations of pupils, staff and parents alike.

A joyful, nurturing culture

Ambition to achieve

Rooted in kindness

An inspiring place to flourish

Feet on the ground, eyes on the future

Visit our website to find out more:
www.ibstockplaceschool.co.uk

Staff benefits include:

- Free daily hot lunches (including soups, salad bar, vegetarian options) and in-house made desserts.
- Free breakfast on Fridays.
- Cycle to work scheme.
- APTIS pension scheme for teaching staff with total pension contribution up to 20% and a pension scheme for support staff.
- Commitment to training/development.
- Access to BUPA Employee Assistance Programme, including counselling services.
- Staff Yoga, use of the swimming pool and staff gym (at designated times).
- Access to the School's BUPA health cover scheme (this is deducted monthly via payroll).

The Application Process



How to apply

To apply for the role, please complete our application form and submit it, by email: recruitment@ibstockplaceschool.co.uk

Shortlisted applicants will be invited to attend interview. The school reserves the right to interview and make an appointment before the closing date.

Note that all offers of appointment are conditional until the satisfactory completion of mandatory pre-employment checks.

Ibstock is committed to safeguarding and promoting the welfare of children. For further information on our Child Protection policies, please see [here](#). Safeguarding checks with the Disclosure and Barring Service will be undertaken. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the ROA 1974 (Exceptions Order 1975, amended 2013 and 2020). For details see [here](#)

Note that, in accordance with Keeping Children Safe in Education 2024, shortlisted candidates are required to declare any past convictions. Online searches will also be conducted on shortlisted applicants as part of our due diligence process.

At Ibstock, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.

Ibstock Place School



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Ibstock Place School,
Clarence Lane,
Roehampton,
London SW15 5PY
020 8876 9991

www.ibstockplaceschool.co.uk

An inspiring
place to
flourish

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|--------------------|--------------------|--------------------------|---------------------------|
| 1 Dance Studio | 8 Clarence Wing | 15 Rose Garden | 22 Climbing Wall |
| 2 Macleod House | 9 Bicycle park | 16 The Innovation Centre | 23 School of Art & Design |
| 3 Priory Wing | 10 Orchard | 17 The Refectory | 24 Multi Use Games Area |
| 4 Theatre | 11 Priestman House | 18 Terrace | 25 Forest School |
| 5 Wellbeing Centre | 12 Robert's House | 19 Main House | 26 School of Music |
| 6 Drama Studio | 13 Swimming Pool | 20 Footbridge | 27 Sports Pitches |
| 7 Armadillos | 14 Hardcourt | 21 Sports Hall | |



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