



ST PETER'S

PREPARATORY SCHOOL

Head of Learning Success / SENCO (Part-time) Candidate Pack

Start Date: Tuesday 1 September 2026

Application deadline: Friday 27 February 2026

Contents:

Overview of vacancy
Application process
Job description
History of the school
Safeguarding information
Information for shortlisted candidates
Contact information



www.stpetersprep.co.uk

St Peter's Preparatory School, Harefield, Lympstone, Devon EX8 5AU





St Peter's Preparatory School sits on a beautiful rural site in East Devon surrounded by fields and enjoying unrivalled views over farmland down to the River Exe. It is one of the most successful and forward-looking independent preparatory schools in the South West, awarded a 'significant strength' in our most recent ISI Inspection (May 2024). We believe in nurturing young minds to become the leaders of tomorrow. Join our vibrant community, and embark on a journey of excellence, growth, and discovery.



ST PETER'S
PREPARATORY SCHOOL

Overview of vacancy

We are seeking a passionate and suitably qualified individual to join our outstanding and committed staff team as Head of Learning Success / SENCO to lead on learning support, including identifying pupils requiring additional support, maintaining individual plans, liaising with relevant parties and contributing to EHCP applications and reviews.

This is a part-time, permanent job-share opportunity, offering a competitive salary, depending on qualifications and experience.

Salary and Benefits

Position: Part-time, permanent

Annual salary: Competitive, dependent on qualifications and experience

Probation period: Two terms

Additional benefits

Free lunch (during term time)

Teachers' pension scheme, subject to eligibility

Discount on school fees

Onsite parking

Application process

Please [click here](#) to download an application form. Completed applications should be emailed to recruitment@stpetersprepschool.co.uk or posted to Recruitment Team, St Peter's Preparatory School, Harefield, Lymptone EX8 5AU by **Friday 27 February 2026**.

We encourage applications as soon as possible and the School reserves the right to appoint before the deadline for applications.

Please note that applications will only be accepted on the School's own application form. We are unable to consider CVs.

Provisional interview date:

Wednesday 11 March 2026

Shortlisted candidates will undergo an online check. The successful candidate will also be required to complete full child protection screening, including checks with past employers and the Disclosure and Barring Service.

Our 'Privacy Notice' and 'Recruitment, Selection, Disclosures and Induction Policy' are available to view on the [School's website](#).

St Peter's Preparatory School is committed to safeguarding and promoting the welfare of children and young people.

Job Description



ST PETER'S
PREPARATORY SCHOOL

Role: Head of Learning Success / SENCO

Responsible to: Head, through Deputy Head Academic

Primary purpose

To lead the day-to-day provision of support for pupils with special educational needs and disability (SEND), including those for whom English is an additional language (EAL), providing specialist guidance in these areas to secure high quality teaching and the effective use of resources.

Key Accountabilities

- Lead and develop the school's learning support provision to secure continual improvement for children who have special educational needs and disability (SEND), those for whom English is an additional language (EAL).
- Plan lessons and deliver inspirational teaching of the Key Stage 1/2 curriculum as required, seeking to motivate, support and stretch pupils to achieve their full potential and providing regular feedback to pupils and their parents on effort, progress and attainment, including written reports and parents' meetings.
- Work with staff throughout the School to identify children requiring additional support due to their needs, ensuring the effective and timely sharing of information on identified pupils with staff.
- Carry out assessments, both formal and informal, analysing and evaluating assessment results to aid decisions on support required and writing reports as necessary.
- Write and maintain full records and information on SEND and EAL pupils, including provision maps, exam arrangements and individual education plans (IEP), working with and identifying the responsibilities of tutors, teaching staff, teaching assistants and specialists.
- Liaise with external professionals regarding the diagnosis and support of SEND pupils, managing visits to the School as required.
- Organise support for SEND and EAL pupils across the School in liaison with the Deputy Head Academic, Deputy Head Pastoral and Heads of Upper and Lower School and Pre-prep.
- Plan, deliver and evaluate individual and group lessons as required for SEND and EAL pupils, liaising with teaching colleagues and specialists to deliver learning programmes in a collaborative way.
- Manage a small group of peripatetic Learning Success teachers.
- Work closely with the Director of Studies, Deputy Head Pastoral and other members of teaching staff to closely monitor the progress of SEND and EAL pupils, adjusting support and interventions as a result.
- Contribute to Education, Health and Care Plan (EHCP) applications and review as required.
- Identify appropriate resources, including ICT, for the provision of SEND and EAL pupils within the school, ensuring that these are organised and maintained appropriately and used effectively, efficiently and safely.
- Develop, review and maintain all school policies relevant to SEND and EAL.

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- Contribute to the professional development of all staff in relation to SEND and EAL policy, process and practice through meetings, seminars and briefings.
- Work with parents to enable them to understand individual teaching and learning programmes, assessment and progress, engaging them in how they can help their child(ren).
- Design and deliver parent workshops on SEND and EAL matters to aid wider understanding.
- Manage the learning success budget and ensure it is used efficiently and effectively to provide the required resources in line with the school's objectives and plans
- Contribute to and develop networks of SENCO/Learning Success professionals in other schools, including senior schools, and other relevant organisations for the exchange of best practice.
- Liaise with other schools to ensure the efficient and confidential exchange of SEND and EAL information on pupils moving to and from St Peter's
- Attend all safeguarding training and other training (including INSET) which has a direct relevance to your role.
- Carry out any other duty as reasonably requested by the School.
- Adhere to the school's vision on wellbeing that supports the school's ethos and aims, demonstrating a deep commitment to promoting the wellbeing of children.

Essential Qualifications, Experience and Skills

- Qualified teacher with experience of teaching children up to Year 8.
- National Award for SEN Coordination or evidence of extensive SEN-specific professional development.
- Excellent knowledge and understanding of the SEN Code of Practice.
- Proven track record as a SENCO.
- Experience of working with the Local Authority.
- Familiar with the EHCP application and review process.
- Excellent written and verbal communication, with both children and adults.
- Strong organisational skills, including prioritisation and finishing tasks to completion.
- Effective team-working, demonstrating loyalty and support to colleagues.
- Resilience and flexibility to manage diverse and sometimes conflicting demands on your time.

Personal Characteristics

- Positive and proactive approach; a problem solver not a problem maker.
- Love and enthusiasm towards the education of children.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the school.



History of the School

St Peter's Preparatory School, located in Lymington, has a rich history spanning over a century. Founded in 1882, this prestigious preparatory school has played a significant role in the education and development of young students in the region.

Early Years (1880s-1930s):

St Peter's Preparatory School was established in the late 19th century with the aim of providing a high-quality education for young boys in the Lymington and Lymington area. Before relocating to Lymington in 1949, the school's original site was on Rolle Road, Lymington. The school's founder, Rev. Alfred Wren, envisioned a nurturing environment that would prepare students for the challenges of future education and life. During these early years, the school was relatively small in size but quickly gained a reputation for its academic excellence and strong moral values.

Expansion and Growth (1940s-1970s):

The school continued to flourish in the post-World War II era, expanding its facilities and curriculum. The 1950s and 1960s saw a significant increase in student enrolment, prompting the construction of additional classrooms, dormitories, and recreational areas. This period also witnessed the inclusion of a broader range of subjects and extracurricular activities, reflecting the changing needs of students and society.

Modernisation and Coeducation (1980s-2000s):

As the school entered the latter part of the 20th century, it underwent a series of modernisation efforts. In the 1980s, St Peter's Preparatory School made a momentous decision to become a coeducational institution, welcoming female students for the first time. This change in policy reflected a growing awareness of the importance of providing equal educational opportunities to all students.

Academic Excellence and Community Involvement (2010s-present):

In recent years, St. Peter's Preparatory School has continued to uphold its commitment to academic excellence while also emphasising community involvement and social responsibility. The school has adopted modern teaching methods and technology, remaining progressive and continuing to adapt in order to prepare students for their future. Various community service initiatives, environmental awareness programs, and extracurricular activities have been introduced to instil a well-rounded education.

Charlotte Johnston, the school's first female Head, joined the school in September 2016. Previously Deputy Head at Edge Grove in Hertfordshire, a large co-ed 3-13 prep school, and with a background in management consultancy, Charlotte's experience was perfectly placed to lead St Peter's. Charlotte sits on the Board of IAPS and has previously held the role of IAPS Vice Chair. Charlotte is passionate about a prep school education, where children have the chance to shine in all areas (Sport, Music, Art, Drama and Academics), as well as making the most of the school's 28 acres.

Today, St Peter's Preparatory School stands as a symbol of tradition and modernity, offering a holistic education to a diverse pupil body. The school is known for its unique and publicly recognised St Peter's School Baccalaureate®, and a curriculum that promotes academic achievement, personal development and a focus on learning beyond the classroom. Most pupils remain to 13 and go on to independent day and boarding schools in the South-West. A small number of leavers at the end of Year 6 go on mainly to the grammar schools at Colyton and Torquay.

Throughout its history, St Peter's Preparatory School has remained committed to its core values of academic excellence and personal growth. It continues to adapt to the changing educational landscape and the evolving needs of students.

St Peter's Preparatory School is committed to safeguarding and promoting the welfare of children and young people.



Safeguarding information

St Peter's Preparatory School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers.

The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Head immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection concerns or allegations and if so the outcome of any enquiry or disciplinary procedure. Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual case.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.



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Information for shortlisted candidates

The School will carry out an online search on all shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview. This forms part of the School's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

All candidates invited to interview must bring the following documents with them:

1. Valid passport
2. Photo driving licence (required, if you have one)
3. Birth certificate
4. Evidence of any name change since birth (e.g. marriage certificate, deed poll certificate)
5. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
6. Qualification certificates relevant to the role

Please note that originals of the above are necessary. Photocopies or printouts from the internet are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Contact information

If you have any queries or would like further information, please do not hesitate to contact Claire Harris, Office Manager, on 01395 272148 or email recruitment@stpetersprepschool.co.uk.



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