EDGBASTON
HIGH SCHOOL

Prep Learning Support Co-ordinator

Full-time, term-time only

Flexible starting date in 2027




NO PARKING
NO EXIT
VISITOR
PARKING
ONLY
BUSES



Faithfully Boldly Successfully

Our School Values

- Aspiration
- Courage
- Creativity
- Excellence
- Inclusivity
- Perseverance
- Responsibility

Girls with Goals

Fearlessly Female

Futures without limits



EDGBASTON
HIGH SCHOOL

A proud legacy

Since 1875, Edgbaston High School has been proudly pioneering girls' education. As Birmingham's oldest independent girls' school, we have spent the last 150 years empowering generations of young women to learn fearlessly, grow with confidence, and shape futures without limits.

The School's governing body provides robust support and active encouragement for all aspects of the School's work and a recent ISI inspection found that leaders implement a well-planned curriculum which is matched carefully to the needs and abilities of pupils throughout the school.

The School site is very pleasantly situated next to the Botanical Gardens in the leafy suburb of Edgbaston, 1½ miles from the city centre.



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A diverse community

We nurture confident, considerate and intellectually curious young women at EHS. In a diverse, stimulating and supportive environment, we recognise every girl as an individual. We encourage each one to explore and develop her abilities – so she leaves us with the academic qualifications, personal values and social skills to succeed in a rapidly changing world.

Diversity and inclusion inspire everything we do. Our staff and pupils proudly embody the rich, vibrant tapestry of cultures that make Birmingham such a remarkable city. Together, we champion our differences and draw strength from them.

We encourage everyone to bring their whole selves to work because we value the strength that a truly diverse workforce brings to our school. We celebrate our differences and recognise the positive impact they have on our inclusive culture. This includes diversity of age, disability, gender identity and expression, religion, race, sex, sexual orientation, and socio-economic background.

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Facilities to inspire

Pupils' education from Nursery through to Sixth Form at EHS is supported by superb academic and pastoral facilities in our large site, including:

- Sports facilities - pool, gym and fitness suite, dance studio, floodlit astroturf, athletics track, cricket square, outdoor courts and sports pavilion
- Outdoor learning and play areas
- Fully equipped science labs
- ICT suites, individual iPads and interactive whiteboards supported by the latest apps and technology
- Nurses' offices where pupils can access support for injuries, health concerns, or simply take time to talk and be heard.
- Well stocked libraries that inspire a love of reading
- Art studios including graphic design, printmaking, ceramics and fine art facilities
- Fully equipped food preparation rooms
- DT and textiles studios with cutting-edge CAD/CAM devices and sewing machines
- Purpose-built Music School
- Drama studio
- The Octagon - a large, purpose-built theatre seating up to 600 people, with full AV and lighting
- School allotment








EHS

EDGBASTON
HIGH SCHOOL

ISI Inspection 2026



"The pupils are respectful of individual differences and kind to each other...The school community is diverse, inclusive and respectful."

"Pupils are resilient, embrace challenge and approach their education with confidence."

"Staff provide regular opportunities for pupils to consolidate their prior learning, before deepening and furthering their knowledge."

"Staff demonstrate considerable subject knowledge, which they use to plan and deliver stimulating lessons."

"The school promotes pupils' wellbeing, including their physical and mental health, carefully and effectively."

"Leaders and staff work together closely to promote and maintain a robust safeguarding culture."

"Staff respond quickly and compassionately to any concerns raised by pupils so that their emotional wellbeing is supported effectively."

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Staff benefits

Financial

- Competitive salary
- Access to a staff pension scheme with highly attractive employer contribution rates and associated benefits
- Generous fee remission

Health and Wellbeing

- Annual flu jabs
- Onsite counsellors
- Use of gym & pool
- BHSF employee support package with confidential helplines, vouchers & discounts and a useful app

Development

- Forward-thinking, vibrant and friendly teaching and support staff who work together, sharing resources and ideas
- Well-resourced departments
- Regular CPD opportunities

Extras

- Free access to the Botanical Gardens for yourself and your family
- Free refreshments and lunches provided by our excellent catering team
- Free onsite parking
- "Scone Friday!"

Every member of our staff plays a crucial role in upholding our high standards, and we welcome colleagues who share our values and our commitment to helping every girl thrive.
In return, all our staff can enjoy the benefits of being part of our community.



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HIGH SCHOOL



The Prep School

Curriculum subjects are, of course, essential, but we believe that studying them means doing things we enjoy. This is a major reason why children find it so easy to settle in and become part of our EHS family. Our Prep School is a happy, lively community, where we bring out the best in all pupils, both academically and personally.

With every new experience at EHS, each pupil learns more about herself and the world around her, gaining the confidence to try more, discover more, and use her own initiative. From the very earliest days, our girls embrace their learning with enthusiasm. In Nursery, Kindergarten & Reception, young girls are given every encouragement to develop their character, confidence and individual strengths. Nursery, Kindergarten and Reception girls follow the Early Years Foundation Stage (EYFS) guidelines with many girls working well beyond national levels. A good balance is created between learning through play and subject focused work. The curriculum is enhanced with the introduction of the Balanceability programme, weekly swimming and French lessons in Reception. Our outdoor classroom also offers the opportunity to take learning outside.

From Year One, all our pupils study the core and foundation subjects of the National Curriculum to standards above national levels. The curriculum is designed to develop individuals, with a well balanced programme of school visits and workshops. We prepare girls for success both in and beyond school, with a curiosity-driven culture that ensures our girls reach their full academic potential, and have the facilities to support this.

The Prep School has specialist subject rooms including a fully equipped Computer suite with a green screen and programmable robots, a well–resourced Science Laboratory, Art Studio, Language Room, Prep Hall and fully stocked Library which is used regularly by classes. All Prep pupils have an iPad which allows us to deliver a blended-learning approach.

Music is taught by specialist teachers in the Music School and the girls are given numerous opportunities to perform to their peers and parents. This includes the Carol Service, class assemblies, Tea Time Concerts for Years Three to Six, Whole School Concerts, Summer Concert and the Year Six Production. There are also some opportunities to collaborate in projects with the Senior School.

Our Teaching Assistants are an integral part of our Teaching Staff, working closely with staff, pupils and parents to ensure the girls are happy, supported and safe. Our nurturing, all-girls environment allows our pupils to feel brave enough to stretch and challenge themselves in preparation for the next steps beyond the Prep School. The development of leadership skills is actively encouraged during their time with us and girls have the opportunity to take on positions of responsibility at an early age.

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SEND Provision

At EHS, we strongly believe that all pupils with SEND, from the Early Years through to the Sixth Form, are entitled to high quality education within a broad, balanced, and relevant curriculum. In the Preparatory School, our Learning Support Co-ordinator (SENDCo) works closely with pupils who have identified or emerging additional learning needs, ensuring they receive appropriate support to help them thrive academically, emotionally and personally.

As every child is unique, any provision required is considered carefully as part of the admissions process and discussed in partnership with parents. We encourage families to be open and transparent about any existing diagnoses, assessments, support plans or concerns so that we can fully understand and consider how best to support their daughter.

Once their daughter is in school, we continue to facilitate open and constructive communication with parents, and this is central to our pastoral approach. We provide regular updates on each child's academic and personal development and actively encourage parents to engage with us. By working in partnership, our aim is to ensure that every pupil receives the comprehensive support they need to flourish, no matter what their starting point is.

Teaching staff know the pupils as individuals. They work closely with the SENDCo as well as external agencies where appropriate to identify and monitor any concerns, making use of a range of facilities and methods to identify changing needs, including assessment and screening data, regular observation, pupil voice and the pastoral reporting systems.

In addition to ongoing targeted support received within the classroom, we are fortunate to have two calm, supportive areas within the Prep School – the Nest and the Learning Den – where pupils receive one-to-one guidance, focused on positive interventions that make a real difference.



EDGBASTON HIGH SCHOOL

Job Description

Purpose of Job:
As a member of the Preparatory School staff, the postholder will oversee, lead, coordinate and develop the Learning Support provision across the Preparatory School, ensuring that all pupils from Nursery to Year Six are able to fufil their potential by implementing up-to-date and age-appropriate strategies and interventions to enable them to thrive, academically, socially and emotionally.

The postholder will work closely with pupils, parents, staff and external agencies to ensure high-quality provision, robust record keeping and effective communication. They will oversee the day-to-day operation of Learning Support across the Prep School while contributing strategically to the school's inclusive practice and reporting processes.

The postholder will be expected to contribute to the wider life of the Preparatory School, including duties, co-curricular clubs, parents' evenings and events.

Wider School Responsibilities
- Undertake supervisory duties as directed by the Head of Preparatory School.
- Attend relevant meetings, training events and school functions.
- Support the school's safeguarding, pastoral and wellbeing responsibilities.
- Participate fully in the wider life of the school.
- Undertake other reasonable duties consistent with the nature of the post.

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Teaching and Learning
- Deliver high-quality teaching and/or intervention that promotes excellent progress and outcomes for all pupils. Qualified teachers will fulfil the role and responsibilities of a Preparatory School teacher in accordance with the Preparatory School teacher job description.
- Foster an inclusive classroom environment where pupils with additional learning needs can access the curriculum effectively.
- Contribute to the academic, social and emotional development of all pupils.

Leadership of Learning Support
- Coordinate and oversee SEND provision across the Preparatory School (Nursery-Year Six) leading the identification, assessment, monitoring and support of pupils with SEND.
- Support the Senior Leadership Team in developing and maintaining effective systems for identification, assessment and monitoring of pupils with additional learning needs.
- Promote and develop the schools' commitment to inclusion, ensuring that pupils with additional learning needs are supported appropriately within mainstream classrooms.
- Maintain an accurate SEND register and associated records.
- Ensure appropriate interventions are planned, implemented and reviewed.
- Monitor pupil progress and evaluate the effectiveness of interventions.
- Recommend strategies and reasonable adjustments to support inclusion and access to learning.
- Work collaboratively with teaching staff to ensure pupils' needs are understood and appropriately supported.
- Support transition arrangements between year groups and into Senior School.

EDGBASTON HIGH SCHOOL

Job Description

Pupil Support

- Deliver targeted interventions to individuals and small groups where appropriate.
- Support pupils' academic, social and emotional development.
- Write, maintain and review pupil profiles, support plans and related documentation.
- Monitor engagement, wellbeing and progress of pupils receiving Learning Support.
- Work proactively to remove barriers to learning.

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- **Parent Partnership**
- Act as the primary point of contact for parents regarding Learning Support provision.
- Develop positive and professional relationships with families.
- Plan, organize and attend parent meetings, review meetings and parents' evenings.
- Communicate pupil progress, support strategies and outcomes clearly and sensitively.
- Support parents in understanding assessment information, recommendations and next steps.

Documentation and Compliance

- Maintain high-quality SEND records in accordance with statutory guidance and school policy.
- Produce and update pupil support plans and intervention records.
- Coordinate information required for external assessments and specialist referrals.
- Ensure records are accurate, confidential and compliant with data protection requirements.
- Support the preparation of documentation for inspections and audits.
- Contribute termly reports to the Governing Body on SEND provision, pupil needs and progress.
- Provide reports and updates for Senior Leadership as required.

Liaison and Partnership Working

- Work collaboratively with teachers, teaching assistants and senior leaders.
- Liaise with educational psychologists, speech and language therapists, occupational therapists and other external professionals.
- Coordinate referrals and implement recommendations from external agencies.
- Facilitate communication between school, parents and outside professionals.

Staff Support and Development

- Support colleagues in understanding and meeting the needs of pupils with SEND.
- Share best practice and current developments in SEND provision.
- Deliver and contribute to staff training where appropriate.
- Support a culture of inclusion throughout the Preparatory School.

EDGBASTON HIGH SCHOOL

Person Specification



Qualifications/Professional Development

Essential

- Minimum Level 4 or above Higher Level Teaching Assistant (HLTA) qualification.
- Minimum GCSE English and Mathematics (Grade C/4 or above or equivalent).
- Relevant SEND qualifications and/or professional development.
- Commitment to ongoing professional development.

Desirable

- National Award for SEN Coordination (NASENCO) or equivalent.
- Specialist qualifications relating to dyslexia, literacy interventions, ASD, ADHD or other specific needs.

Knowledge

- Strong knowledge of the SEND Code of Practice.
- Good understanding of current SEND legislation.
- Understanding of safeguarding responsibilities relating to pupils with additional needs.
- Knowledge of effective intervention strategies for primary-aged pupils.
- Understanding of inclusion and reasonable adjustments.

Experience and skills

- Significant experience working with children with SEND in a school setting.
- Experience of planning, delivering and evaluating interventions.
- Experience of working collaboratively with teaching staff and parents.
- Experience of maintaining accurate and confidential records.
- Experience of liaising with external agencies and professionals.
- Experience of monitoring pupil progress and analysing outcomes.
- Experience of supporting pupils across a range of additional needs.
- Experience of working in an independent school environment would be beneficial.

Personal attributes

- Patient, calm and caring approach
- Build and maintain positive relationships through effective interpersonal skills
- Responsible attitude to use of authority and maintaining discipline
- Excellent role model for staff and students
- Sensitivity to others and the ability to work cooperatively
- Ability to understand and demonstrate a commitment to equality and diversity
- Excellent communication skills to inspire, challenge, motivate and empower students
- Commitment to co-curricular activities and supporting students beyond the classroom
- Think creatively to anticipate and solve problems
- Work under pressure, maintaining a sense of perspective and humour
- Ability to manage own time effectively, whether working independently or as part of a team
- Naturally demonstrate a ‘can do’ helpful attitude
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication
- Wholehearted commitment to the School’s vision and the life of a vibrant school community



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HIGH SCHOOL

How to apply

An exciting opportunity has arisen to join our nurturing and ambitious Preparatory School as the Prep Learning Support Co-Ordinator. We are looking for a passionate and skilled professional who shares our commitment to ensuring that every child is known, supported and empowered to fulfil their potential. Recognising that outstanding SEND leadership can come from a variety of backgrounds, we welcome applications from qualified teachers and experienced Higher Level Teaching Assistants (HLTAs) with a strong track record of supporting pupils with additional needs.

For the right candidate, there is flexibility around both the scope of the role and the start date, with opportunities to join us in January, following February half term, or at the start of the summer term.

At interview, applicants must provide original documents to confirm their identity and right to work in the UK. They must also bring proof of qualifications relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School.

The post is subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

Edgbaston High School is an equal opportunity employer.



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How to apply

APPLY HERE ON MYNEWTERM

For more information about the School, please visit our website.

The closing date for applications is 9am on Friday 27th November 2026.

Interviews will take place at Edgbaston High School for Girls during the week commencing on Monday 30th November. Successful candidates will be invited to a formal interview. They will be also asked to deliver a short intervention activity with a small group of pupils.

There will also be an opportunity to tour the School on the day.

All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.

Please note that we are unable to offer visa sponsorship for this position. Applicants must already have the right to work in the UK.

EDGBASTON HIGH SCHOOL

For all recruitment enquiries, please contact:

Corinna Gregory, HR and Compliance Officer
recruitment@edgbastonhigh.co.uk
0121 454 5831