

# Head of Support for Learning

Information Pack



Loretto

## Head of Support for Learning

The Head of Support for Learning provides strategic leadership and professional guidance in the area of ASN, ensuring high-quality, inclusive teaching and the effective use of resources to secure strong outcomes for all pupils. The role centres on developing and implementing a cohesive, whole-school approach that balances universal classroom provision with targeted interventions

Founded in 1827, Loretto has a proud heritage and a clear sense of purpose. The School combines strong academic ambition with a commitment to character, wellbeing and the holistic development of young people, all within a close-knit and values-driven community. With an established reputation and a forward-looking vision, Loretto continues to evolve while remaining true to its founding principles.

## The Role

A key responsibility is the identification, profiling, tracking, and monitoring of pupils with additional support needs, ensuring that provision is responsive, evidence-based, and aligned with pupils' evolving needs. This includes maintaining an accurate and up-to-date ASN register and evaluating the effectiveness of provision across the school.

You will lead on screening, diagnostic assessment, and the management of examination access arrangements, ensuring compliance with current regulations and best practice. A significant element of the role involves working closely with the Admissions Team to ensure that prospective and new pupils are assessed carefully and compassionately, with decisions grounded in appropriate evidence.

This is a full-time permanent post with start date of 21 August 2026. Loretto has its own salary scale and salary will be determined by experience and aptitude for the role.



## Key responsibilities

### Strategic Leadership & Whole-School Impact

- Develop and implement the School's Inclusion Strategy in line with the School Improvement Plan.
- Provide reports to the Senior Leadership Team and the Governing Body on ASN progress.
- Promote a balance between universal provision and targeted intervention.
- Use data systems to track progress and implement interventions.

### Teaching, Learning & Provision

- Lead development of responsive, high-quality provision.
- Ensure strong progression and outcomes for pupils with ASN.
- Monitor provision and address underperformance.
- Design and oversee targeted interventions.

### Assessment & Access Arrangements

- Oversee screening, assessment and profiling of pupil needs.
- Manage examination access arrangements in line with regulations.
- Maintain robust testing systems and documentation.



## Key responsibilities

### **Staff Leadership & Development**

- Line manage Support for Learning staff.
- Lead staff training and CPD.
- Support and develop colleagues.
- Ensure effective departmental communication.

### **Collaboration & Communication**

- Work with academic departments to support literacy and numeracy.
- Collaborate with the Junior School for continuity of provision.
- Communicate effectively with parents and external agencies.
- Maintain proactive communication with senior leaders.

## Experience, skills and qualifications

You will have a recognised teaching qualification and be registered with the GTCS.

You will also have the following skills and experience:

- Experience in secondary teaching and leadership.
- Proven experience of supporting pupils with additional support needs.
- Strong organisational and communication skills.
- High emotional intelligence and resilience.
- Up-to-date knowledge of statutory requirements.
- Suitably qualified, or willing to work towards qualifications, to carry out screening and diagnostic assessments, as much testing is undertaken within the school.

## Application process

If you think that this is the right opportunity for you, please apply through the School Talent website. As part of the application process, you will be asked to submit a CV and provide a statement outlining why you would be suitable for the post.

If you have any questions about the application process please contact [jobs@loretto.com](mailto:jobs@loretto.com)

You must have the right to work in the UK to apply for this post.

**Closing Date: Sunday 7 June 2026 at 11:59pm**



## The Department

Support for Learning at Loretto aligns strongly with our values of Mind, Body and Spirit. We look to nurture and develop our learners, equipping them to grow into confident individuals who are able to tackle the challenges of school and life beyond. We focus on developing the many amazing strengths and personalities, whilst also gaining greater understanding of the challenges many of us face.

Learners with additional support needs are assessed by the SFL team and a Pupil Profile is shared with the pupil, teachers and parents/guardians to support their learning and growth.



## Our School

Loretto is a leading independent co-educational day and boarding school, welcoming 450 pupils aged 3-18.

The leafy 85-acre campus boasts excellent on-site academic, performing arts, sport, golf and outdoor facilities, including the first golf academy established within an independent school. Located just a stone's throw from Edinburgh, Loretto is easily accessible by road, rail and air.

Taking a holistic approach to education, every child is developed in mind, body and spirit. This ground-breaking educational philosophy was introduced by the School's most famous Head, Hely Hutchinson Almond. Loretto do not seek just academic excellence, but appreciate and nurture other talents within life such as sporting, musical, creative and spiritual talents. This ethos is as historic and vital a part of Loretto as its iconic red blazer.

What truly sets Loretto apart is its close-knit community. Loretto is where relationships between staff, pupils and parents flourish. The School's small size means that pupils are genuinely known and nurtured, ensuring they find the inspiration and encouragement they need to discover their unique talents and lead exceptional lives, both at school and beyond.





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