



APPLICATION PACK
FOR THE POST OF

Head of Learning
Development

To start September 2025



CHEAM | Overview

Cheam is a wonderful co-educational prep school on the Berkshire/Hampshire border. The school is situated in a stunning rural location ten minutes from Newbury and fifteen minutes from Basingstoke, just off the A339. It is surrounded by smaller towns and villages from which it draws many of its pupils.

Cheam was founded in 1645 and is one of the oldest prep schools in the world. Cheam is an IAPS boarding and day school with some 375 pupils, boys, and girls. Cheam prides itself on its excellent all-round record academically, musically, artistically and on the sports field. The facilities are outstanding. On completing their life at Cheam, children move on to the top Public Schools in England, including Eton, Wellington, Marlborough, Radley, Harrow, Winchester, Bradfield and St. Mary's Calne. The school is non-selective yet achieves consistently high standards academically.

Head of Learning Development

An outstanding opportunity has arisen to join the team as a full time and inspirational Head of Learning Development.

This post will play a vital role in one of the strongest departments within the school, leading and managing the Learning Development Team. The successful candidate will play an important part in the School as a Head of Department, working collaboratively with other teaching staff to achieve the best outcomes for pupils. Teaching and supporting pupils on the SEND register and those with a range of neurodiversities is required along with the ability to equip pupils with the strategies to enable them to independently achieve their own potential in the classroom. The department currently has a wealth of experience and ability on which to draw and we wish to seek a passionate, enthusiastic and supportive individual, who can share their expertise and support the wider school staff. Cheam supports a diverse range of learners and we strive to support neurodiversity to ensure all learners achieve and excel.

JOB DESCRIPTION



Key Responsibilities and Skills Required

The key responsibilities for the **Head of Learning Development** include:-

- Day to day leadership and management of the LD team
- Overall responsibility for the day-to-day provision for our pupils with SEND, working alongside the Pre-Prep Learning Development Co-ordinator
- Liaison with parents
- Teaching SEND pupils on a 1-1 basis
- Using Level 7 SpLD qualification to conduct internal 'screenings' to identify pupils profiling needs
- Summarising screening data and communicating with parents and staff
- Completing EHCP's where appropriate
- Reviewing and adapting relevant school policies as requested by HR and governing body
- Effective and appropriate record keeping
- Liaison with outside agencies and professionals as required
- Organising School exam support timetables
- Liaising with Senior schools re assessments, completing relevant SEND forms
- Ensuring classroom considerations are up to date

We are looking for someone with the following skills, knowledge and experience:

- Strong clear communication and listening skills
- Leadership and management skills
- Sound judgement
- Team working skills
- Knowledge and experience of working with pupils with a range of learning needs
- Level 7 SpLD qualification is essential as well as QTS.



JOB DESCRIPTION



Other Responsibilities

A willingness to contribute to the life of the school beyond the usual school day is considered essential. There is an appropriate level of duties, in line with other staff including daytime and evening duties.

Teaching at Cheam

It is expected that candidates for all teaching posts will support the strong collective dynamic and inspirational ethos of the educational philosophy of the school and support the community aims of our school life. We are looking for a candidate who has confidence, integrity, humility, fun and humour and is happy to give their time, expertise, skill and intellect to children and colleagues.

At Cheam, we are not only committed to academic excellence but also to the personal growth and character development of each and every student. Staff at Cheam are expected to take an active role in helping the children reflect upon and grow their characters, using a new initiative, the Cheam Diploma, as a platform to guide and support this process.





Salary and Hours

Salary will be competitive, according to experience and qualifications.

Core hours are 8am – 5pm Monday to Friday. Additional hours outside of core hours to support with evening duties, prep, parents evenings, school events is required. Candidates who can offer extra co-curricular skills may be asked to contribute to our sports provision which involves coaching during matches and training sessions on Saturdays.

School Holidays | Days Off

School holidays are usually 3 weeks at Christmas, 3 weeks at Easter, 8 weeks in the summer, 1 week for February, May and October half terms. There are regular staff meetings and INSET days just before the start of each term and all staff are expected to attend these.

BENEFITS

LOCATION

Nestled in 100 acres of beautiful Berkshire countryside



CAREER PROFESSIONAL DEVELOPMENT

including mentoring and a variety of training opportunities



LUNCHES

Meals, snacks and refreshments provided



GENEROUS PENSION SCHEME



WELL-BEING

Focus on staff well-being, yoga classes, team socials and access to physio and counsellors



FACILITIES

Use of school facilities when available



WORKING AT CHEAM



Our staff are Cheam's greatest asset. From the inspiring and experienced teachers to the efficient and friendly support teams, everyone contributes to the special environment at Cheam. Cheam offers the brightest of learning environments. It is the perfect place for staff to thrive and grow.

“Having worked in a number of schools, when I found Cheam, it felt the most like home. The team, the amazing site and the positive, can-do attitudes are what makes it a great place to work and live.”

“The pupils who are happy, engaged, so well-mannered and keen to learn make coming to work something I genuinely look forward to.”

“The feeling of camaraderie amongst the staff and being part of the Team Cheam. It's a very special community.”

“It's a privilege to work in such a beautiful setting, with a brilliant group of colleagues who make coming to work worthwhile.”

Quotes from Staff Members

- “The quality of the pupils academic and other achievements is excellent.”
- “Pupils throughout the school display extremely positive attitudes towards their learning.”
- “Pupils show highly developed knowledge and strong understanding and skills across their studies.”
- “Pupils are excellent communicators.”
- “The quality of the pupils personal development is excellent.”
- “Pupils show high levels of self-understanding and self confidence for their age.”
- “Pupils behave notably well and show respect and kindness towards others.”
- “Pupils have a strong understanding of how their decisions affect their development.”
- “Pupils are extremely socially aware and collaborate highly effectively across all areas of school life.” *Quotes from the ISI Inspection Report 2023*

See also:

[THE GOOD SCHOOLS GUIDE](#)

[MUDDY STILETTOS SCHOOLS REVIEW GUIDE](#)

HOW TO APPLY & KEY DATES



- Candidates should complete the application form and equal opportunities form found on our website at www.cheamschool.co.uk and provide a covering letter. Applications will not be accepted without a completed application form.
- Covering letters and application forms should be submitted by post to Cheam or online to Cal Austin at headspa@cheamschool.com

Key Dates

Closing date for receipt of applications is Monday 24th February 2025

Interviews will be held shortly afterwards.

Start Date: September 2025

Cheam School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

At Cheam we are committed to a culture of equality, diversity and inclusion. We value difference and recognise that individually we perform well but collectively we shine. If you believe your personal values would fit with the Cheam values we would love to hear from you. Whatever your background, if you lead by example, show resilience and kindness and seek always to integrate and share, please get in touch.



