



## JOB DESCRIPTION: LEARNING SUPPORT TEACHER

**Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).**

**Scope & General Purpose:** To implement the School's Policy for Learning Support across the Prep School.

**Responsible to:** Head of Learning Support

**Hours of work:** A minimum of 2 days per week (40% FTE) with the possibility of more hours being available for the right candidate

School Term time only (to include working days prior to the return and after the departure of pupils as may be necessary for the proper performance of your duties).

**Notice Period:** One full School term

### Overview

To be an active member of the Learning Support team and contribute to the effective provision and practice. To support the Head of Learning Support by:

- Managing and delivering the day-to-day running of the School's policy for children with SEN, primarily within the Prep Department (Years 4-8), but with some younger learners as required.
- Support teachers to achieve the best possible learning outcomes for all.

### Key Tasks

#### ***Teaching***

- Planning and delivering individually tailored Learning Support lessons for designated pupils with SEN at Stages 2 and 3 in Prep.
- Teach, on a one-to-one and small group basis, children who have been identified as having a specific learning difficulty.
- Assist pupils to learn as effectively as possible in both group situations and individually, inside and outside the classroom.
- Follow programmes of study, carrying out necessary progress reviews.
- Select appropriate learning resources and develop study skills of pupils.
- Run daily sensory circuits programs for select pupils.
- Review, monitor and evaluate own practice, ensuring that teaching is academically differentiated and appropriate to the pupil.

- Collaborate with other Learning Support teachers and staff to support and advise mainstream subject teachers to define appropriate strategies for individual pupils.
- Prepare information for internal and external reports as necessary: provide full information and comments for records and monitoring pupils in accordance with agreed departmental and School policies.
- In consultation with the Head of Learning Support, develop individual plans which identify clear targets and success criteria.

## ***Policy Compliance***

- Keeping up to date with SEN issues by:
  - Attending relevant courses/ training days
  - Being aware of statutory requirements for children with SEN
  - Developing specialist knowledge in the four areas of SEND: learning and cognition; physical and sensory; communication and interaction; social, emotional and mental health.
- Ensuring staff who teach Prep children are informed of SEN issues by:
  - Liaising with relevant staff
  - Contributing to the in-service training of staff
  - Developing staff knowledge of the four areas of SEND
- Attending whole Staff INSET as required by the Headmaster.

## ***Liaison***

- Discussing each child's progress regularly with their class teacher
- Communicate with parents and attend parent meetings as requested by the Head of Learning Support.

## ***Record-Keeping***

- Maintaining weekly and termly progress records for designated Prep children with SEN.
- Support the Head of Learning Support in screening of pupils, in-house assessments, and identification of pupils with undiagnosed SpLDs, mindful of obligations under the Equality Act 2010.

## ***Safeguarding of Children***

- All staff are responsible for the safeguarding of children in line with the School's *Child Protection and Safeguarding Policy* and other associated documents.

## ***General***

- The safety, well-being, and discipline of all pupils.
- A full part in the life of the School community.

## Knowledge, Skills and Experience Required

### ***Essential***

- Experience in a Teaching or Teaching Assistant role with a passion, energy and enthusiasm for working with children, coupled with the ability to inspire.
- Awareness of the scope of specific learning difficulties and the methods of supporting such pupils.
- Enthusiasm, energy, and commitment, underpinned by a desire to learn 'in role' - the School would be keen to support training as may be required and applications from willing, committed candidates are encouraged.
- Strong interpersonal skills which promote confidence in dealing with colleagues and pupils.
- Excellent communication and organisational skills.
- Ability to work under own initiative with proven successful decision-making skills.
- An effective team member, able to work flexibly and contribute positively to life in the department and beyond.
- Accuracy in record keeping.
- A robust and resilient nature with the ability to work under pressure.
- Willingness to update first aid expertise and observe high standards of safety.
- To have a full and active commitment to the welfare and safeguarding of children and young people – pastoral care is a high priority in the School and, as with all staff, the successful candidate will be highly committed to this aspect of the job.
- A commitment to ongoing personal and professional development.

### ***Desirable***

- Experience in a Learning Support role.
- Educated to degree level or equivalent.
- Learning Support training/qualifications.
- Skills and knowledge relevant to some/all areas within the job description.
- An ability to contribute to the wider aspects of a thriving Prep School.

### **Note**

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.
- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.