

Job Description for a Learning Support Teacher

The Ladies' College

The Ladies' College was founded in 1872. It operates as a direct grant school within the Bailiwick of Guernsey and the Principal is a member of the Girls' School Association (GSA). There are approximately 550 pupils between the ages of 2 ½+ and 18. The Junior School, The Ladies' College, Melrose, (140 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department. The Ladies' College, Senior School and Sixth Form (400 students) occupies purpose-built premises opened in 1964 and has recently been both refurbished and extended. "The Wessex Wing", which includes dedicated teaching spaces for Mathematics, English, Music, and a modern Library and Refectory was opened in September 2016.

In our Pre-Preparatory Department our girls follow the early years curriculum in small groups, the maximum at any one time being 28. In Melrose we are a one form entry school, with a maximum of 20 girls in the Preparatory Department and 24 in the Junior Department. In the Senior School we have a three-form entry at 11+ and most classes comprise 18 to 24 girls. Our students take ten (I)GCSEs, on average, and the vast majority proceed on to the Sixth Form. The College operates a Sixth Form (100 students) partnership with Elizabeth College (HMC boys' direct grant school).

In our last ISI Inspection, the College was judged as excellent in all categories, most notably: in the quality of the students' achievement and their learning, attitudes and skills; their spiritual, moral, social and cultural development; curricular, co-curricular and community links and arrangements for welfare, health and safety.

We believe that a young person will achieve their best if they are happy and inspired to do well by experienced and enthusiastic adults who care about them as individuals. We care as much about a student's well-being and happiness as we do about their academic progress.

Candidate Criteria

We are looking for an individual with first rate academic qualities who will support the department and inspire those students who benefit from our Learning Support provision at the College.

The post would suit someone looking for the opportunity to work in an academically selective school with a range of ability within this. An interest in wider curriculum issues is encouraged with the appointed candidate expected to support the pastoral and extra-curricular activities of the school.

Experience as a Learning Support Teacher or working within this setting is desirable, alongside a willingness to teach within the curriculum if required, linked to subject or Key Stage.

Responsibility

The Learning Support role will be responsible for delivering needs led learning support to students at The Ladies' College, as follows:

Melrose and Senior School

- Contributing to the keeping and updating of the Learning Support Register
- Contributing to the department Development Plan
- Delivering learning support sessions in consultation with the Head of Learning Support
- Planning and delivering individual and small group, needs-led learning support sessions and interventions, ensuring that this links closely to the curriculum, both at Melrose and the Senior School including Sixth Form
- Creating, implementing and distributing Learning Plans for those receiving learning support, including individual targets and strategies for implementation, which are reviewed and updated twice yearly with the Head of Learning Support, pupils and parents
- Tracking progress of pupils who have regular tutorials, including the use of baseline data
- Assisting with the exam access arrangements process for both internal and external examinations
- Monitoring Senior School students (Remove to Upper Five) who have independent study periods

Liaison and Communication

- Sharing with staff the needs of individuals requiring additional support and providing them with ways that they can support those individuals in the classroom
- Liaising with the pastoral team if pastoral issues arise during tutorials
- Attending courses and providing feedback for staff
- Communicating with parents over arrangements for learning support and providing feedback of progress
- Contributing to annual student reports

- Liaising with subject staff when specific resources are needed to use with students in subjects in which they need support
- Sharing of information with Elizabeth College for Sixth Form
- Attending Parents' Evenings where appropriate

Line Management

Reports to the Head of Learning Support.

Remuneration

Guernsey has its own salary scale. The remuneration for this post will be on a scale between £29,247 and £41,996 according to qualifications and experience. There is also an Upper Pay Scale from £44,353 to £47,175 for teachers who have worked for more than six years and have successfully crossed the threshold. These rates are reviewed annually. All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. This is fully transferable into and out of the DfEE Teachers' Superannuation Scheme. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing.

Other benefits

A relocation allowance of up to a maximum of £3,500 (to cover the physical removal and transport of person/s and possessions, as well as support from our preferred relocation consultants) will be paid by the College, within 1 year of joining. This will need to be refunded to the College should employment cease for any reason within the period of 2 years of the date of employment.

Living and working in Guernsey

Residence in Guernsey is controlled by the Committee for Home Affairs who have political responsibility for "The Population Management (Guernsey) Law, 2016". The College is required to apply for either a Medium-Term Employment Permit (MTEP), duration up to 5 years, or a Long-Term Employment Permit (LTEP), duration up to 8 years on behalf of employees who are not locally qualified residents.

The permit associated with this role is an MTEP.

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced Disclosure and Barring Service (DBS) check and be able to prioritise the well-being of young people in our care.

Once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise.