# Individual Support Teacher – Maths and English (Part-time 3 days and Temporary to cover sickness leave)

**Job Description**

# Duties

The duties outlined in this job description are in addition to those specified in the teacher’s contract. They are not meant to be exhaustive and it is expected that the role will be undertaken in a spirit of cooperation and a willingness to be flexible in order to meet the needs of the pupils and St David’s College.

This job description may be modified by the Headmaster, with your agreement, to reflect or anticipate significant changes in the job, commensurate with the salary and job title.

**Responsible to:**  SENCO

**Role commencing:** Starting as soon as possible

# All members of the Teaching Staff agree to:

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

# Teaching and Leaning

* Demonstrate good practice in the teaching areas of responsibility.
* Carry out teaching duties in accordance with the school's schemes of work and the School Development Plan.
* Liaise with colleagues to deliver units of work in a collaborative way.
* Use a variety of teaching styles and media; including those that are interactive, in order to meet the individual needs of the pupils.
* Work with the ALNCo and Mainstream teaching staff to write and evaluate the IEPs of pupils.
* To complete the two Bangor Dyslexia course modules if not already completed when joining the school (or equivalent).
* To attend regular ALN in-service updates in school.
* Monitor targets on IEPs and student attainment levels on the MIS system.
* Support teachers in setting work for students absent from school.

# Assessing and reporting

* Record students' work.
* Maintain lesson evaluations.
* Mark and return work, provide instant feedback and give targets.
* Provide assessment reports to monitor student progress which adhere to school deadlines.
* Liaise with parents as necessary and attend Parents’ Meetings.
* Complete a class attendance register for every lesson and report any absentees immediately to the main school office.

# The Pupils

* Be responsible for the development, work and behaviour of pupils
* Ensure that pupils’ efforts are properly rewarded and that praise is

used generously

* Be aware of those pupils who are struggling, disruptive, experiencing special difficulties etc. and make sure that staff are aware of special circumstances affecting pupils, such as dyslexia, physical disabilities, home background and if necessary advise on strategies.

# The subject

* Operate the school policies (including the safety policy) across the curriculum
* Keep up-to-date with all aspects of curriculum development and examinations
* Foster by example a spirit of academic enquiry through reading/sharing books, articles etc. and undertaking relevant research
* Develop and report on IEPs
* Follow the guidelines supplied by ALNCo.

# Looking Outwards

* Maintain links with other appropriate organisations and educational establishments

# Additional Duties

* + Ensure the attendance register is fully completed and to inform the headmaster’s secretary of any unauthorised absences.
	+ Attend all whole school assemblies.
	+ Monitor standards of uniform and help maintain the code of conduct of

the school.

* + Encourage positive attitudes and self-esteem.
	+ Liaise with Heads of Year, Housemasters and Subject teachers regarding each pupil’s pastoral and academic progress as necessary.

Start date : As soon as possible

Closing date: 17 February 2018

**Application**: is by our application form which is on the school website with the job description.

Completed applications should be emailed to kbaines@stdavidscollege.co.uk or posted to Kathy Baines, Bursar and Clerk to the Governors, St David’s College, Gloddaeth Hall, Llandudno, LL30 1RD. If you would like to discuss this please call 01492 876702

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be subject to an enhanced DBS check and satisfactory references.