



**Specialist SEND Teacher (Part-Time, FTE 0.5)
Fixed-Term – January to July 2017
Learning Support Department**

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1460 pupils and 106 boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon.

At Whitgift, work is organised on the principle of equal opportunity. This means an equal entitlement and access to a broad and balanced curriculum, which focuses on the needs and development of each pupil. Mrs Kirstie Richardson provides learning support for pupils who have been referred via Heads of Year or who have recognised learning needs.

Special Educational Needs

Whitgift School's Special Educational Needs and Disability (SEND) Policy is designed to support students with learning difficulties, whatever their nature, which hinder their educational development, thus preventing them from reaching their potential. A child or person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for him.

It is the policy of the School that students who have Special Educational Needs will have access to the whole school curriculum. Exceptional circumstances which may affect such access will be dealt with on an individual basis in consultation with the SENCo, Heads of Upper and Lower School, Head of Year, parents and student. We are committed to all students being fully integrated into the School and due regard will be paid to individual needs, in consultation with parents, teachers and external agencies. If a student has a statement of need/EHC Plan, the school will ensure the objectives within it are met and reviewed at least annually.

The Learning Support Department

The Learning Support Department consists of 7 members of staff. 3 have Specialist Teacher status. We offer a range of support, from literacy and numeracy support in the Lower School, Option Support in the GCSE years where the focus is on consolidating learning and individual mentoring for 6th form students. As a department we work closely with Heads of Year and Heads of Department to identify and support individual students; as well as offer support and advice to staff. Another major role we play is in assessing students for Access Arrangements and ensuring they are supported in the appropriate way and that documentation is up to date and valid.

We are seeking to appoint a Specialist SEND Teacher who will report to the Head of Learning Support, Mrs K Richardson, BA, Dip.SpLD, Dip SENCO.

MAIN DUTIES AND RESPONSIBILITIES:

The successful candidate will be required to:

- To teach small intervention groups (from 8.15am each day).
- To provide targeted specific 1:1 sessions to students with identified SpLD
- Provide support to students across the year groups with study skills in a variety of subject areas.
- To support groups of students in the Learning Support Department in a variety of subjects to IGCSE level, with the possibility of supporting to 'A' Level in some subjects.
- To take responsibility and plan for additional workshops to support the curriculum.
- To support students in class and to liaise closely with subject teachers with regard to appropriate strategies to employ within the class setting to enhance the teaching and learning of students with Specific Learning Difficulties.
- To collate, document and liaise with Learning Assistants for annual reviews.
- To write reports on students taught (twice yearly).
- To carry out both individual and group assessments to identify needs and inform planning and, when necessary, write reports on specific needs identified.
- To complete any additional administrative tasks as requested to support the department.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION:

Essential

- Educated to degree level or equivalent with Specialist teacher status.
- Up to date qualification that enables both assessment and teaching of SpLD
- Previous experience in working with children aged 10-18 years; Experience of working with pupils with SEND, specifically Specific Learning Difficulties
- Excellent written and verbal communication skills
- Hard-working, reliable, creative and enthusiastic
- Confident to work positively and collaboratively with pupils, staff and parents
- Resilient and adaptable with a good sense of humour
- Caring and supportive to both students and colleagues
- Able to work as part of a team and also independently without supervision, when required
- Ability to plan a Scheme of Work to support an individual or group
- Able to prioritise your work and adapt when circumstances change, meeting deadlines under pressure
- Excellent administrative and ICT skills (Excel and Word skills are essential)
- A positive attitude in all areas of life

Desirable

- Experience of supporting pupils in an educational environment on a 1:1 and group basis
- Ability to offer additional skills to the whole school
- Ability to work across 5 days ideally with an 8.00am start to facilitate the early morning support groups; however, there may be some flexibility with the working hours.

FURTHER INFORMATION

STAFF BENEFITS

All of our staff benefit from a competitive remuneration package, including:

- 25 days' annual holiday entitlement
- Membership of the Teachers' Pension Scheme (including life assurance cover)
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted off-peak membership at our onsite gym, Nuffield Health
- Membership of the Simply Health Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24 hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Onsite parking
- Lunch available onsite during term time

APPLICATION PROCESS

For further information and an online application form, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone the Human Resources Department on 020 8688 9222 or email Kirstie Richardson, Head of Learning Support on kir@whitgift.co.uk.

Applications will be reviewed on a daily basis and interviews may occur at any stage after applications are received so we invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo safeguarding and child protection screening including checks with past employers and the Disclosure & Barring Service.