



# CRANMORE

INDEPENDENT DAY SCHOOL

Appointment of

## Learning Support Teacher

Full or Part Time

From September 2025

## Information for Applicants



Cranmore part of the Effingham Schools Trust  
Epsom Road, West Horsley, Surrey, KT24 6AT  
01483 280340

- Registered Company No. 4509623 • Registered Charity No. 1095103

## About Cranmore



Dear Applicant

Thank you for your interest in Cranmore. Appointing the right staff is one of the most important elements of my role as Headmaster. I and my team are committed to getting to know you well during our recruitment process and giving you the opportunity to see life at Cranmore.



I am incredibly proud of my colleagues and their professionalism and expertise which are key to us delivering all round excellence across a broad curriculum enriched with co-curricular activities. In our February 2022 inspection report inspectors highlighted that the school promotes a very positive, caring and welcoming ethos and judged the quality of pupils' academic and other achievements, as well as the quality of their personal development to be 'excellent'.

In 2019, we came together with neighbouring school St Teresa's to form Effingham Schools Trust (EST), based on a diamond model – a powerful and exciting educational proposition, delivering all the advantages of both single sex and co-education to girls and boys. The partnership has proven incredibly successful, providing new opportunities for pupils of all ages. EST is delighted to be able to continue to grow with Manor House School joining the Trust in September 2023. Three modern, progressive schools, with enviable facilities will deliver best practice teaching to their pupils, whilst maintaining exceptional pastoral care.

It is a privilege to lead an excellent school with an exceptional sense of community. I hope that you will be as excited about the opportunity to join us as we are about building upon our success.

Barry Everitt  
Headmaster

# Learning Support Teacher – Responsibilities & the Person

At Cranmore we promote a positive, caring and welcoming ethos as recognised by ISI Inspectors in our inspection in February 2022. We are very proud of our Progress Department which supports pupils with additional learning needs so that they may thrive in our busy academic and extracurricular environment. The Good Schools Guide identifies Cranmore as *'A school that strives for excellence and explodes every child's potential thanks to inspiring tutors and awesome facilities'*.

We are seeking to recruit an enthusiastic, determined, and forward-thinking specialist Learning Support Teacher to work with individual pupils and small groups in Key Stages 3 and 4. The successful applicant will join a well-resourced and supportive department as well as being a full and active member of the wider teaching body.

## RESPONSIBILITIES

### Individual Group Support

- Offer support to pupils who have been identified as having SpLDs or occasionally other types of SEN.
- Draw up an IEP for the pupils you teach twice a year in October and February.
- Plan appropriate specific targets for each pupil. If the pupil is having support for Maths the targets should be written with their class teacher to coincide with class topics.
- Engage students through a variety of teaching methods. Plan, deliver and assess inventive lessons for pupils.
- Be able to use data intelligently and diagnostically. Complete regular Reading, Spelling or Maths assessments on your pupils in order to monitor their progress. Record your assessment results in the pupil's Progress file.
- Develop study skills with older pupils.
- Keep a written record of lessons on the appropriate form.
- Keep the Head of the Progress Department (SENCO) fully informed of any changes in lesson requirements.
- At the start of each term send parents a copy of their child's timetable with the times and dates of lessons for that term.
- Timetable, keep register and records of pupil information and parent meetings
- Attend Progress Department, English Department and staff meetings.
- Keep abreast of new developments in special needs education and share these with other members of the team.

### Liaison with Staff

- Liaise with the pupil's teachers in order to provide appropriate and relevant literacy intervention.
- Keep the Head of the Progress Department (SENCO) and other relevant staff fully informed of any matters that arise with the children that you teach.

### Liaison with Parents

- Establish good rapport with parents.
- Keep parents informed about pupil's progress. Meet with parents in the autumn and spring term at parents' evening and give parents a written report in the summer term. These reports are written using the school's computer network system.

## THE PERSON

- Qualified Teacher Status
- Level 5 or Level 7 qualification in SpLD. Specialisation in Senior School English preferred.
- Capable of planning for students from a variety of backgrounds and abilities, and inspiring them to reach their full potential
- A willingness to be fully involved as a member of the Progress Department team of teachers, Cranmore School and share in its ethos.

# Remuneration and Benefits

*Our staff enjoy working as part of a strong school community. Parents are confident of the academic standards, telling the Independent Schools Inspectorate that their children have been ‘well challenged and tutored’ by ‘talented teachers’.*

**We reward our talented staff with a range of benefits.**

## *Salary*

Salaries are competitive and in line with independent school teaching scales.

## *Continuous Professional Development*

All staff have access to professional development training as part of the school’s performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

## *Pension Scheme*

Generous contributory pension scheme.

## *Refreshments and lunch*

Refreshments and lunch provided during term time.

## *Cycle to work*

Cycle to work scheme for staff members.

## *Parking*

Parking for staff members is provided onsite.

## *Counselling Service*

A free, confidential 24-hour telephone service available 365 days per year.

## *Use of School sports facilities*

Staff may use the school’s sports facilities including a fitness suite, 25-metre indoor pool, squash courts and a staff fitness class.



# Application & Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. **A Letter of Application addressed to the Headmaster should accompany the application form.**

Short listed applicants will be invited to attend a formal interview with a panel at which their relevant skills and experience will be discussed in more detail. They will also be required to complete a series of relevant tasks and be given a tour of Cranmore. Interview panels will include at least one person trained in Safer Recruitment.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory. **Please note that references will be taken up on short listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

*Cranmore School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the DBS.*

## Key dates

**Closing Date for Applications: 9.00am; Monday 17<sup>th</sup> March 2025**

**Start date: 1<sup>st</sup> September 2025**

The high expectations of staff and their effective planning of classroom activities motivate pupils to adopt the highest standards of behaviour.

*ISI Inspection Report, Feb 2022*

Pupils say that staff are good listeners and provide effective ways of dealing with any worries and of discussing sensitive issues.

*ISI Inspection Report, Feb 2022*

Pupils are polite and respectful and develop positive relationships with each other and the staff.

*ISI Inspection Report, Feb 2022*

Pupils make an outstanding contribution to the lives of others in the school and the wider community and work together for the common good. They feel at ease both with one another and with staff because the school promotes a very positive, caring and welcoming ethos.

*ISI Inspection Report, Feb 2022*