

Job Description for Learning Support Teacher

Job Role Specification

Post: Learning Support Teacher (full-time, permanent)

Line Manager: Head of Learning Support

Outline of Department

At Bristol Grammar School, our Learning Support department is committed to ensuring that every pupil receives the support they need to thrive academically and personally. We work closely with teachers, pupils, and parents to provide tailored assistance for pupils with a range of learning needs, including specific learning difficulties such as dyslexia and dyspraxia, physical disabilities, and English as an additional language.

As a Learning Support teacher at BGS, you would be joining a dedicated and experienced team that plays a vital role in helping pupils achieve their full potential. Support is delivered through a combination of in-class assistance, small-group interventions, and one-to-one specialist teaching, with a focus on developing literacy, numeracy, and study skills. Our department also provides a welcoming space where pupils can seek guidance on academic challenges and general well-being.

In addition to direct teaching support, the department has developed initiatives to enhance pupil well-being, including a sensory room designed to support pupils with sensory needs or those requiring a quiet space to regulate before returning to lessons. We also work closely with form tutors and the wider academic team to monitor pupil progress and conduct diagnostic assessments where needed, ensuring that the right interventions are put in place.

This is an exciting opportunity to be part of a forward-thinking and supportive team, making a real difference in the lives of our pupils. If you are passionate about inclusive education and helping young people succeed, we would love to hear from you.

Purpose of the job

Central to our mission at Bristol Grammar School is ensuring that every child reaches their full potential. Our Learning Support team is at the heart of this, working closely with pupils to maximise their learning through tailored support. The Learning Support Teacher plays a key role in providing specialist intervention, particularly in English, essay writing and numeracy, while also supporting pupils with SEND and EAL needs.

Working collaboratively within the Learning Support team and across the school, they help to ensure that the right support, interventions, and adjustments are in place for each pupil. This includes contributing to adaptive teaching approaches, conducting screening assessments, analysing data, and liaising with staff and parents to monitor and enhance pupil progress. Additionally, they support transition planning, manage key learning support spaces, and provide guidance on assistive technology and future pathways, helping every pupil thrive.

Duties and Responsibilities

- Provide one-to-one English, essay and numeracy support with pupils identified by the Head of Learning Support
- Screening potential EAL pupils to ensure we can meet their needs
- Provide specialist one-to-one tuition for EAL pupils, focussing on English support
- Provide 1:1 support for pupils with EHCP with a bespoke programme liaising with the Head of Learning Support to arrange this
- Provide social/emotional support where necessary.
- Analysis of Data - focussing on whole year group screening e.g. LUCID screening in Year 9 and attend data meetings with Academic Tutors

- To oversee pre-screening programmes before pupils are potentially assessed by an external assessor
- Be available for informal meetings with other members of the teaching staff concerning pupils they are supporting
- Attend pre-term whole-staff meetings, and departmental meetings (as agreed with the Head of Learning Support)
- To meet with parents/carers of SEND pupils on the LS register
- Update and create individual learning strategies for SEND pupils
- To write regular reports for parents of the pupils they are supporting
- To manage and review pupils on the LS register and follow the LS review cycle to meet these pupils biannually
- To supervise and manage the Learning Support work room, registering pupils and notifying the pastoral team and helpdesk when pupils arrive to use the sensory room/time out space with the support of the other LS teacher and Head of Learning Support
- To take the lead in the use of Word Processing software and to meet with pupils to look at handwriting vs typing using appropriate tests
- To work with the Future Pathways team with UCAS applications via Unifrog for our SEND pupils
- Deliver small group intervention on Literacy, Numeracy and Study/Revision Skills
- Screening for pupils below year 9, including pupils from our Junior School.

Particular duties of all teachers at BGS include:

- Keeping up-to-date with developments of their subject particularly having regard to matters relevant to the secondary school curriculum
- Planning lessons carefully and ensuring that appropriate resources are available
- Observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement and risk assessments and ensuring that they are implemented appropriately at all times
- In the first year at BGS, attending the induction programme meetings
- Taking part in the appraisal procedures
- Attending Charter Day, Open Day, Entrance Exams, Prize Giving and other major School events
- Developing and maintaining good relationships with parents and the local community
- Contributing fully to the life and the co-curricular programme of the School
- Conforming to the School's Staff Code of Conduct
- Adhering to the School's safeguarding procedures

All teachers at BGS commit themselves to contribute fully to the life of the School in and outside the classroom. In addition to being an energetic and enthusiastic teacher, the person appointed will also be expected to make a contribution to school games and/or activities which can include almost anything of interest to both staff and pupils. Applicants should indicate their areas of interest and expertise.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

A highly skilled and competent teacher who is energetic and totally committed to the ethos of the School and department
Be able to create a challenging and effective learning environment for all pupils
Plan a sequence of engaging lessons that builds on previous learning, with clear objectives and that encourages pupil progress and a sense of adventure
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school
Experience of working with pupils with Special Educational Needs

The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

Experience of working with children who have ADHD or Autism
Have experience of supporting pupils with UCAS applications
An enthusiastic and approachable nature
A sense of humour and an optimistic, resilient style when faced with pressure
The ability to develop good working relationships with all members of the School community
A well organised and resourceful approach to their work and have the ability to meet deadlines
Ensure that a range of teaching strategies are used that enables all learners to be highly motivated, enthusiastic and respond positively to challenge and high expectations
Use assessment data to challenge and motivate pupils of all abilities and inform future planning and targets
An up-to-date knowledge of teaching and training initiatives that can be used to enhance learning. (ICT literacy: iPads, software for recording and analysing pupils performance)
Willingness to make a positive contribution to the co-curricular experience of pupils
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none">• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with any challenging behaviour• Professional attitudes to use of authority and maintaining discipline• Understanding of safeguarding and promoting the welfare of young people

Hours and Benefits

Working hours	Normal working hours will be those necessary to carry out the duties of the post as Learning Support Teacher.
Salary	Competitive salary offered, dependent on experience, based on our internal Teachers' salary scale.
Pension	The School is part of the Teachers' Pension Scheme and all teachers are automatically included in the Scheme. The School also offers an alternative defined contribution pension scheme (APTIS).
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
Car Parking	No car parking is provided during term time

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships. We are committed to increasing the diversity of our staff body and particularly welcome applicants from minority groups who are currently under-represented in our staffing community.

Application details

To apply please visit our website, [employment opportunities section](#). On the role specific page there is an 'Apply now' button which will take you into the online application process.

The closing date for applications is 29 March 2026.

Interviews are currently planned for Wednesday 01 April 2026.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.