



# Exeter School

Independent day school for boys and girls aged 7-18



**APPLICATION FOR THE POST OF  
PART-TIME LEARNING SUPPORT CO-ORDINATOR**



**Job description:** Learning Support Co-ordinator

Exeter School is looking for an inspirational and dynamic teacher to continue to develop our highly successful Learning Support Department teaching two days in the Junior School and one day in the Senior School.

**Key areas of responsibility**

- Be directly answerable to the Deputy Head of the Junior School and Deputy Head (Academic) in the Senior School, in all matters relating to learning support in Exeter School for pupils in Year 3 to Year 8.
- Guide, advise on and monitor the learning support provided through the curriculum by form tutors, teachers and other outside agencies as appropriate to the needs, abilities and potential of all students;
- Promote and encourage an inclusive practice with respect to dealing with the pupils' educational needs. She/he may, from time to time, refer parents and/or staff to outside agencies who might offer relevant support and guidance with respect to 'concern' pupils;
- Assess through initial screening and then more detailed assessments, if required, for pupils entering the school at Year 3 and Year 7 and other pupils who may join later or who have been specifically identified;
- Report back, in the first instance, to the Headmistress of the Junior School and Deputy Head (Academic) of the Senior School, with feedback on the teaching and learning profile of Exeter School;
- Liaise with colleagues to facilitate continuity and progression in the support across Junior and Senior Schools, especially at 7+ and 11+ transfer.
- Develop the bank of resources available to classroom teachers to support them in meeting the needs of students of all abilities, offering constructive and practical advice on how these resources can be deployed most effectively;
- Manage the day-to-day operation of the Learning Support policy;
- Remain up to date in current curriculum development and professional practice by regular attendance at courses in consultation with the Headmistress.
- Maintain effective records relating to progress and provision of pupils on the Learning Support Register.
- Act as the link with parents, updating them on current issues, advising them on the next step and supporting them.
- Along with the Deputy Head, manage the targeted intervention within the Junior School, to support pupils with additional needs;



- To develop the department with due regard to the school's policies and schemes of work, working closely with and co-ordinating the efforts of the Learning Support Co-ordinator in the Senior School.
- To lead and facilitate staff training and development.
- To attend the two entrance test days in the Spring Term.
- To work one day in the Senior School with responsibility for Year 7 and 8 pupils in order to maintain strong cross-phase links between the Senior and Junior School Learning Support departments in sharing of information and views to ensure continuity of experience and support.
- To use information technology to assist lesson preparation, teaching and reporting.

### **Person specification**

- Specialist teaching qualification in the SEN field.
- QTS and a relevant teaching qualification.
- An excellent and dynamic educator who can generate instant respect, and who is eager to have overall responsibility for Learning Support throughout the Junior school.
- A committed, charismatic, reliable role model.
- A team player.
- An inspiring personality in and out of the classroom, and someone who makes learning fun but sets the highest standards, would enjoy working at Exeter School.
- A sense of humour, adaptability, the capacity to inspire confidence in pupils, parents and colleagues with a real love of teaching the young is paramount. A can do, will do attitude, will identify the successful candidate, and the rewards for a dynamic and enterprising teacher will be significant.

### **General responsibilities**

- To promote high quality teaching and learning.
- To promote the high-quality pastoral care provided by the school.
- To develop, easy and professional relationships with parents and colleagues.
- To maintain and manage the physical resources in the learning area.
- Advise the Headmistress of the Junior School and the Deputy Head (Academic) of the Senior School on resourcing the subject so as to facilitate and enable excellent teaching and learning;
- To undertake supervisory duties.
- To attend staff meetings, parents' evenings, school INSET, and attend professional courses to enhance teaching effectiveness and qualifications.
- To comply with health and safety requirements.
- To play a full part in the life of the school.