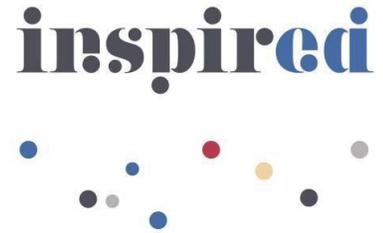




HILDEN GRANGE SCHOOL
62 Dry Hill Park Road
Tonbridge
Kent, TN10 3BX



Job Description

Job Title	Prep Learning Support Specialist
Reports to	Head of Learning Support (SENDCo)

Duties and Responsibilities

1. To teach an intervention programme to Prep-aged children:

- To teach literacy and/or numeracy skills on a 1:1 or small group basis to Prep children
- To share the running of interventions such as Lego Therapy, BEAM, Wordshark and TTRS with colleagues
- To support fine motor activities and develop handwriting skills
- To create SEND resources to support classroom learning and interventions
- To make appropriate decisions based on analysis and interpretation of relevant data and information (in liaison with the SENDCo and others)
- To make informed judgements on when to consult with others (in liaison with the SENDCo)
- To set and review SMART targets, alongside SENDCo
- To keep up-to-date with relevant legislation (including the Code of Practice, SENDA and European Legislation relating to Human Rights)
- To be a highly reflective practitioner with a strong desire and interest in developing own skills which will enhance the learning experience of all children
- To carry out duties and club support
- To attend staff meetings and pastoral meetings
- To maintain good record keeping of interventions

2. Liaise with and advise fellow teachers across the school.

- To liaise primarily with SENDCo, but also with SLT members/SEND leader in the Pre-Prep where appropriate
- To support small groups in lessons, where indicated on personal timetable
- To provide the interventions identified and agreed upon within the Prep environment
- To accompany, when requested, SENDCo and/or staff to meetings with parents and provide ideas for activities at home should this be necessary
- To liaise with Teachers or other appropriate staff over specific concerns about individuals and set up identified follow-up processes and/or referrals, in collaboration with the SENDCo
- To support staff to recognise and fulfil their statutory responsibilities to pupils with SEND

Qualifications, Skills and Experience

Qualifications

Essential

- GCSE maths and English, or equivalent

Desirable

- Qualification in teaching learners with dyslexia
- TEFL qualification

Experience

- Appropriate special needs experience, particularly cognition and learning and SEMH
- Experience of classroom support including supporting pupil engagement and participation in lessons
- Experience of planning, delivering, resourcing and evaluating small group interventions (under guidance of SENDCo)
- Experience of using assistive technologies to support children with SEND, would be beneficial
- Experience of managing relationships with parents and carers

Skills

- Good organisational skills - extensive experience of planning and delivery of 1-1 or group interventions for children with SEND & record keeping of sessions delivered, progress of assessments, next steps
- Have good interpersonal skills/effective communicator and be reliable - the ability to liaise with all staff and maintain strong levels of confidentiality
- Competent IT skills

Knowledge –

- Knowledge of SEND policies and the Code of Practice

Personal Competencies & Qualities -

- A strong commitment to effective learning and teaching
- Determination to ensure that every pupil fulfils their potential at whatever level
- To be prepared to enter fully and whole-heartedly into the life of the school
- Evidence of being a strong team member – to be an enthusiastic colleague with a passion for the subject and supporting children with Special Educational Needs
- To understand the importance of providing equal opportunities with regard to the religious persuasion, racial origins, gender, disabilities, cultural or linguistic background of all children

Signature & Date of post holder

Job Holder:

Signature:

Date:

APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.