



Shrewsbury School

## ***JOB DESCRIPTION and PERSON SPECIFICATION***

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### **DEPUTY OF LEARNING SUPPORT**

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<b>Section:</b>	Learning Support Department	<b>Salary Range:</b>	Competitive
<b>Responsible to:</b>	Head of Learning Support	<b>Hours of Work:</b>	Full-time, term-time plus additional weeks when required.
<b>Status of position:</b>	Permanent		

#### **I. INTRODUCTION**

Shrewsbury School, founded in 1552, stands on an extensive site in the Kingsland district of Shrewsbury, looking over the River Severn to the old part of the town. There are currently 795 pupils in the School, of whom 80% are boarders. The majority of pupils are still boys, but September 2008 saw the introduction of co-education in the Sixth Form, and in September 2014 the school moved to full co-education, with currently 30% of all pupils being girls.

Further details of the School can be found on the website ([www.shrewsbury.org.uk](http://www.shrewsbury.org.uk)).

#### Learning Support Department

The Learning Support Department currently consists of six specialist teachers (including the Head and Deputy of Learning Support). Each teacher currently works with about ten pupils (depending on demand). All Learning Support lessons are on a 1:1 basis and pupils attend for approximately one hour per week, normally outside timetabled lessons. The Department also offers a 'Drop-In' session once a week which is open to all pupils. The 1:1 teaching is primarily aimed at supporting pupils whose individual learner profile is informed by their diagnosis of a specific learning difficulty – which in the main usually falls into the category of mild dyslexia / dyspraxia (though co-morbidity across the range of SpLDs does inevitably exist).

## 2. OVERVIEW OF POSITION

*Please refer to the attached Person Specification for a more detailed view of relevant experience and qualifications required to fulfil this role.*

As Deputy of Learning Support you will be:

- deputising in the absence of the Head of Learning Support.
- assisting the Head of Learning Support in a variety of tasks.
- an experienced practitioner/teacher with a specialist qualification to support pupils with specific learning difficulties.
- teaching 1:1 and group lessons.
- assisting with assessment, screening and access arrangements.
- a team player with excellent communication skills.
- have a firm understanding of the needs of confidentiality and discretion in regards to sensitive information.

## 3. LEVEL OF POSITION

The Deputy of Learning Support will report directly to the Head of Learning Support who is responsible for the day to day running of the department.

## 4. DUTIES AND RESPONSIBILITIES

*The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:*

### **Assessment, screening & access arrangements**

- Assist the Head of Learning Support in the screening and monitoring of new entrants to the School for Learning Support issues. Take responsibility for specific year groups as required.
- Assist the Head of Learning Support in arranging (and undertake as applicable) assessments in response to referrals from teachers, parents or pupils and give informed advice as to whether further psychological or other assessment is needed.
- Where the Deputy has undertaken the assessment, keep electronic records up-to-date on ISAMS and the School intranet.
- Assist the Head of Learning Support in ensuring that the appropriate documentation is completed to satisfy JCQ regulations regarding access arrangements.
- Assist the Head of Learning Support in working with the School's Examinations Officer to keep abreast of Examination Board requirements and JCQ regulations for access arrangements. Ensure that all legal requirements and statutory responsibilities are met for pupils with SEND.

- Evaluate supporting evidence and make decisions about the appropriate access arrangements for pupils in conjunction with the Head of Learning Support.
- Assist in the logistical arrangements in regard to access arrangements.

### **Communication**

- Where the Deputy has undertaken the assessment, liaise with pupils (and parents, teachers and housemasters) to ensure that they are clear on their provision of access arrangements.
- Attend all Parents' Meetings.
- In conjunction with the Head of Learning Support, lend a sympathetic ear and keep an open mind, but have confidence in own judgements based on evidence and on proper application of JCQ regulations.
- Assist in the monitoring of curricular documentation and options booklets to ensure that information is appropriate to pupils with SEND.

### **Provision of teaching**

- Undertake a level of teaching consistent with the other responsibilities of the role.
- Assist the Head of Learning Support and help find ways of supporting pupils beyond contact time. Explore the opportunities afforded by ICT for teachers, pupils and parents, including via the School's Intranet.
- Have a broad knowledge of the educational requirements for GCSE and into the Sixth Form curriculum and understand the problems faced by pupils with SpLDs. Contribute to Faculty or whole-school INSET as required.
- Support 'drop-in' sessions for those requiring occasional support in a less formal structure.
- Assist the Head of Learning Support and get to know the pupils well and, where appropriate, act as a mentor in a wider sense in order to bolster pastoral support in terms of well-being and resilience in conjunction with House teams.

### **Supporting Faculties and Common Room**

- Assist the Head of Learning Support to provide training and support to teaching colleagues across the full school curriculum.
- Attending Faculty meetings as and when requested.
- Assist the Head of Learning Support in lesson/pupil observation when asked.
- Giving advice on how to support SpLD pupils.

- Assist the Head of Learning Support in SEND documentation prior to the start of the new term.
- Deputise for the Head of Learning Support on the Performance Monitoring Committee as required.

### **Professional development and training**

- To maintain personal and professional development to meet the changing demands of the Department; to be prepared to attend training courses when required.
- Attend whole school INSET and CPD courses as required by the school.

### **CONTACTS**

In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

## **5. TERMS AND CONDITIONS**

- ❖ **Salary:** A competitive salary is offered and will be discussed at interview but will be commensurate with qualifications and experience.
- ❖ **Hours:** This is a full-time position, Monday to Friday with some occasional Saturday working hours, during term-time. The Deputy of Learning Support will be required to work before the start and end of each term. A degree of flexibility will be required to meet the needs of the operational need of the Department.
- ❖ **Holidays:** The Deputy of Learning Support will be entitled to the majority of the school holidays except where detailed above in hours of work.
- ❖ **Pension:** All support employees will be eligible to join Shrewsbury School's Pension Scheme (employee contributions 1-5%, employer 2-7.5%) subject to auto-enrolment Regulations.
- ❖ **Sickness Leave:** After a qualifying period of six months, you will automatically join the contractual sickness scheme and in the event of sickness, after 3 waiting days you will receive 6 weeks at full pay and 6 weeks at half pay and thereafter Statutory Sick Pay.
- ❖ **Life Insurance:** You will automatically join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.
- ❖ **DBS Certificate:** You will be expected to have an up-to-date DBS Certificate and we shall request one upon appointment and every 3 years thereafter.
- ❖ **Other Benefits:**
  - You will be able to enjoy a free school lunch at Kingsland Hall when the kitchen is open.
  - You will be able to use the school sports facilities, when not otherwise in use by pupils.



Shrewsbury School

## Person Specification

### Deputy of Learning Support

*A = Application form, D = Documents, I = Interview, P = Presentation, T = Test/Exercise*

Description	Essential	Desirable	Method used
<b>Qualifications</b>			
QTS or a qualification in Specialist Teaching; Level 5 or above.	✓		A / D
SpLDs specialist qualifications in teaching and assessments.	✓		A / D
Qualification in assessment for access arrangements; Level 7 or equivalent in SpLDs.	✓		A / D
An up-to-date Assessment Practising Certificate would be an additional advantage.		✓	A / D
<b>Work Experience</b>			
Proven record of working as a practitioner / teacher of pupils with SpLDs.	✓		A / D / I
Previous experience as a SENCO.		✓	A / D
Track record of leading the raising of achievement and attainment.	✓		A / D
Inspirational learning support Teacher who can motivate and inspire pupils.	✓		D / I
Experience in a similar role would be an advantage.		✓	A / D
Evidence of team management and leadership skills.		✓	A / D
An ability to work flexible and to share the vision of the Head of Learning Support.	✓		D / I

<b>Personal Attributes</b>			
Positive disposition, enthusiastic and pro-active approach to work.	✓		D / I
Excellent organisational skill in order to meet deadlines and manage a fluctuating workload.	✓		D / I
Able to prioritise, plan, monitor and evaluate.	✓		D / I
Motivate and inspire confidence in pupils.	✓		D / I
Able to communication with a variety of stakeholders.	✓		D / I
Work collaboratively, flexibly and sensitively and be approachable.	✓		D / I
Adaptable to change initiatives.		✓	D / I
Must be discreet and be aware confidentiality.	✓		D / I
Able to show resilience under pressure.	✓		D / I
Can handle challenges firmly but diplomatically.		✓	D / I
Able to analyse and interpret data effectively.	✓		D / I
<b>Specialist Knowledge</b>			
Confident user of IT (Microsoft packages).	✓		A / I
To have a thorough and up-to-date understanding of the SEND Code of practice.	✓		A / D / I
Effective teamwork/leadership which includes the empowerment of others.	✓		A / D / I
Knowledge and experience of how ICT can enhance and extend learning and improve the administration communications.	✓		D / I
<b>Other / Special Working conditions</b>			
Flexibility will be required to meet the operational needs of the Department.	✓		D / I
Commitment to Safeguarding and the welfare of pupils.	✓		D / I

