



# TEACHER OF LEARNING SUPPORT

KILGRASTON SCHOOL  
BRIDGE OF EARN  
PERTH PH2 9BQ

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## EXECUTIVE SUMMARY

Kilgraston School wishes to appoint a suitably qualified and experienced Teacher of Learning Support to our Department of Academic Support (DAS). We are seeking an excellent practitioner, who is a team player with a positive and caring approach and a commitment to enriching the educational experience of young people. The post holder will be reporting to the Lead of the Department of Academic Support, Mrs Jenny Ramsay.

Kilgraston's Department of Academic Support offers an all-through provision from Junior Years to Sixth Form. It is a thriving department that focuses on individuals and strives to ensure that each pupil is equipped to achieve to the very best of their potential.

If you believe that there is potential in every individual no matter their circumstances or needs and have a passion to extend a learner's skills, then we would welcome your application.



## ABOUT US

Kilgraston is a day and boarding school set in the beautiful Perthshire countryside. The school campus consists of 54 acres of parkland but is less than an hour's drive from Edinburgh and Glasgow. The school is part of the Sacred Heart Network.

At the heart of the Kilgraston ethos is its focus on the concept of the whole person.

We are a 5-18 school catering for day pupils together with flexi and weekly boarders. We welcome boys from 5-11 but are then proud to be a girls' school with a strong family ethos and welcoming international boarders.

We produce year on year excellent examination results at National 5, Higher and Advanced Higher levels. Most of our pupils secure places at some of the UK's leading universities including Edinburgh and St. Andrew's.

Beyond the classroom, Kilgraston boasts a 25m indoor pool, hockey and tennis academies and is proud to be Scotland's only school with its own on-site Equestrian Centre.



# THE ROLE

Kilgraston School is looking to employ a new ASN Teacher (0.6FTE) to join our successful and thriving Department of Academic Support (DAS). Currently, the department has a full-time department lead teacher, a part-time English specialist teacher and a part-time specialist primary teacher.

The post will be a teaching role, to provide additional academic support across Juniors and Seniors years. Most of the support provided will be to small groups or one-to-one. When the students attend the department for specific targeted support, however, there will also be some 'in-class' support time, which will involve working closely with the subject and class teachers.

At Kilgraston, we feel we pride ourselves on our nurturing manner, balancing challenging academic targets with realistic aims. In their capacity, the successful candidate will work alongside teachers, proactively planning student-centred individualised short-term interventions and long-term provision. The post holder will need to make decisions about a pupil's academic support needs; work across the whole school environment; be a team player; have excellent communication skills; be proactive; innovative; work independently and a 'I can do' attitude; have a natural affinity with children and young people; an appreciation that positive change and progress is achievable for every student is an essential attribute for this post. We are eager to employ the right teacher who understands that a successful support for learning teacher strives to enhance knowledge and teach in a nurturing manner.





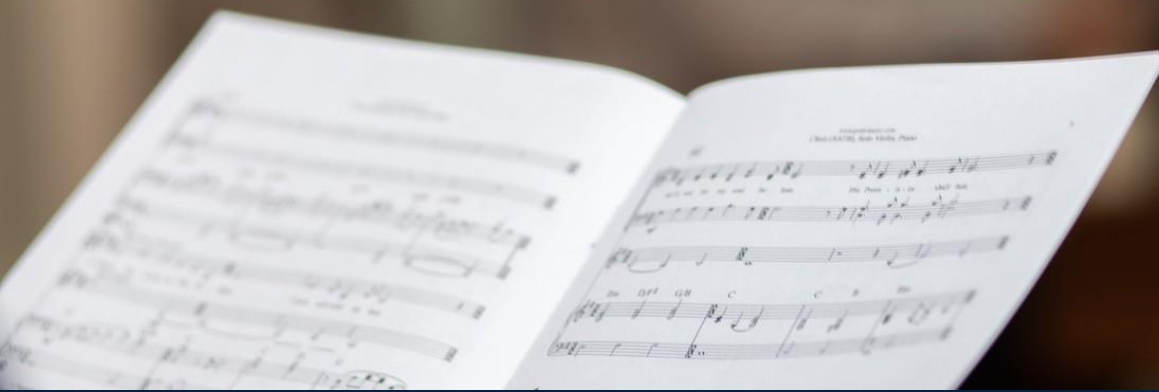
# JOB SPECIFICATION

## Ethos

- All staff appointed to Kilgraston are expected to contribute fully to the co-curricular and pastoral life of the school. The richness of the school depends upon our staff who, for example, take pupils on trips to concerts and the theatre, volunteering in the community, university visits amongst many other events.
- The school expects its staff to contribute whole-heartedly to school life by drawing upon their own interests, enthusiasms and to uphold the Sacred Heart ethos of the school, including attending assemblies and mass.
- Working in the Department of Academic Support, you will deliver quality education to assigned pupils and contribute, within the collegiate ethos, to the professional life of the school.
- Promoting the spirit of the Sacred Heart education as expressed in the 'Mission Statement'.
- Sharing in and developing the 'family life' of the school and taking an active part in the development and growth of the whole school community.

## Main duties

- Providing excellent learning support for students, predominately in the Junior Years. Supporting the work of class and subject teachers by targeting assistance in a planned way to pupils experiencing difficulties in learning but also enriching the overall quality of teaching and learning.
- Liaising with class and subject teachers to ensure best practice throughout the School. Advising teachers about the special educational needs of pupils and the implications of those needs for the curriculum.
- Aiding curriculum development; liaising with subject teachers on the selection of appropriate learning experiences for pupils with special educational needs; advising on contexts, resources and methods to ensure an effective learning environment for pupils.
- Working with the Junior and Senior Years staff in managing Learning Support during transition from Junior to Senior School.
- Providing informative and regular contact with the parents of pupils with additional support needs and attending parents' evenings as required.
- Encouraging and fostering good lines of communication with parents in relation to pupils' additional support needs.
- Using diagnostic data to plan and resource learning opportunities which target specific needs in identified areas.
- Supporting teachers in the identification of the most effective teaching approaches for pupils with additional support needs.
- Monitoring teaching and learning activities to meet the needs of pupils with additional support needs.
- Identifying and teaching study skills, where relevant, that will develop pupils' ability to work independently.



# JOB SPECIFICATION

- Liaising with other schools to ensure continuity of support and learning when transferring pupils with additional support needs.
- Assisting with the administration of internal and external assessments as appropriate.
- Contributing to departmental improvement planning, evaluation, and quality assurance processes.

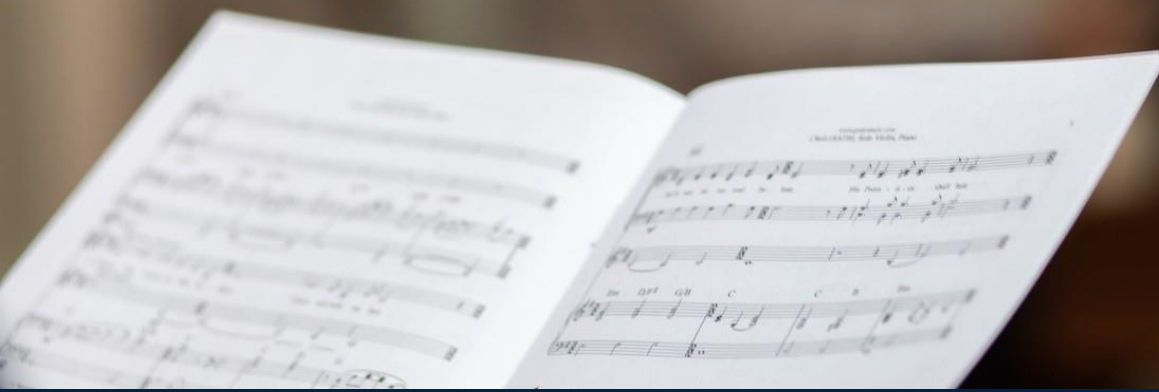
## **Recording and Assessment:**

- Setting targets for raising achievement among pupils with additional support needs.
- Taking an integrated approach to completing the cycle of assess, plan, do and review.
- Collecting and interpreting specialist assessment data.
- Updating the Head of DAS on the effectiveness of provision for pupils with additional support needs.
- Keeping parents and carers informed about their child's progress through regular meetings, annual reviews and writing reports.

## **Professional Standards:**

- Acting with complete confidentiality, knowing the privileged access to information about children that the post entails.
- Being aware of the safeguarding requirements of a school and acting accordingly.
- Taking responsibility for your own continued professional development.
- Understanding your responsibilities in relation to the school, including awareness of and contribution to the school's mission statement and the Sacred Heart goals, and maintaining the school's Catholic ethos.
- Setting a good example to children through personal presentation and conduct.
- Using the outcomes of professional development to meet the objectives of the role.
- Participating in the school's professional review program.

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonable assigned to them by the Headmistress. The job description may be reviewed annually, and it may be modified or amended at any time during the year after consultation.



# JOB SPECIFICATION

## Knowledge and Skills

### Essential –

- Qualified teacher status
- Be child-focused
- Have knowledge of the Scottish Curriculum for Excellence
- Have an awareness and understanding of:
  - the diverse range of pupils' learning needs.
  - the process by which we identify these needs; and
  - the procedures we adopt to meet these needs.
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- Excellent communication skills – verbal and written.
- Able to form effective relationships with pupils, staff and parents.
- Able to prioritise workload and make appropriate decisions.
- Knowledge of Child Protection and Safeguarding policies, SHANARRI indicators & GIRFEC agenda
- Good planning and organisational skills.

### Desirable

- Experienced in primary &/or secondary education.
- Currently or previously worked as a ASN (either primary or secondary) teacher.
- Adapted and planned for pupils with ASN.
- Delivered inset on neurodiversity.
- Experienced in teaching ASD, dyslexia, dyscalculia, ADD/ADHD
- Qualifications / Trained to plan and teach for neurodiversity.
- Computer literate, word processing, spreadsheets, media platforms.

# SALARY & BENEFITS

**Salary Scale:** As appropriate according to experience

A generous school fee remission is available to all staff,

# HOW TO APPLY

Completed application forms, along with a covering letter addressed to Mrs Fraser, Deputy Head Teacher of Senior School, should be emailed to Mich Curtis, Human Resources Co-Ordinator, [recruitment@kilgraston.com](mailto:recruitment@kilgraston.com) by 12pm on Friday 28th July 2023.

We would ideally like the successful candidate to commence the post on 25<sup>th</sup> August 2023, or after the Autumn half term.

Please note that all appointments at Kilgraston are subject to satisfactory clearance through the Disclosure Scotland Protection of Vulnerable Groups Scheme. All candidates must hold GTCS registration or be eligible for this.

Appointments will be subject to appropriate PVG, references and social media profile checks.

We are committed to safeguarding and promoting the welfare of our children and young people and expect all staff to share this commitment. Questions related to safeguarding young people will form part of the selection process.

[www.kilgraston.com](http://www.kilgraston.com)