



# SURBITON

HIGH SCHOOL

## Job Description

<b>Job Title:</b>	<b>Learning Support Teacher</b>
<b>Job Purpose:</b>	To provide high quality Learning Support within the Senior School that caters for the individual needs of pupils with Specific Learning Difficulties
<b>Reporting Line:</b>	Head of Learning Support (Senior School SENCO)
<b>Start Date:</b>	September 2026
<b>Tenure:</b>	Permanent, Part-time (2 or 3 days per week)
<b>Salary:</b>	Competitive – based on the Surbiton High School Pay Scale

### Key Responsibilities:

#### 1. Learning and Teaching

- Creating a stimulating classroom climate that will motivate pupils to learn, think independently, take risks, empathise with others, and perform to the best of their abilities.
- Maintaining and developing a deep and secure knowledge of your subject and the best practice pedagogy associated with its delivery.
- Supporting every pupil in their learning, making them feel included, secure and valued.
- Being consistent, fair and create an atmosphere of mutual trust and respect.
- Being aware of the learning needs of the pupils you teach and ensure that each pupil is given every opportunity to fulfil their potential.
- Monitoring progress against prior attainment and employ effective intervention strategies when required.
- Following the guidance and schemes of work provided by the Head of Department.
- undertaking high quality preparation, marking and report writing, in line with School policy, so that pupils achieve the highest possible standards.

#### 2. Pastoral

- Supporting the School's pastoral aims through upholding our standards of pastoral care.
- Being a Form Tutor or Deputy Form Tutor, supporting tutees' general well-being and academic progress.
- Conducting yourself in an appropriate professional manner at all times, supporting and fostering the aims and safeguarding policies of the School.

#### 3. General

- Contributing to the organisation and running of co-curricular and enrichment activities.
- Upholding the School's code of conduct and the values of Surbiton High School.
- Maintaining good order and discipline amongst pupils and be active in implementing the School's policies for rewards and sanctions.



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- Attending formal parents' evenings and maintain effective communication with parents, as appropriate.
- Attending staff and departmental meetings, as required.
- Undertaking supervisory duties, as required.
- Planning and running trips and visits, as required.
- Marking entrance papers and occasional vacancy entrance exams, as required.
- Carrying out any such duties as may be reasonably requested.

#### 4. Professional Development

- Contributing, as appropriate, to departmental policies, schemes of work, digital learning resources as well as development planning.
- Actively participate in CPD training opportunities, sharing best practice with colleagues, as requested.
- Participate in the annual performance review, appraisal and development programme.

#### 5. Subject Specific responsibilities for the role of Learning Support Teacher may also include the following where applicable:

- Possess and maintain a deep and secure knowledge of your SEN Specialism and the best practice pedagogy associated with its delivery.
- Teach individuals, pairs and groups throughout the school from Year 7 to 13.
- Design lesson plans for pupils receiving Support for Learning. Lesson plans may be subject related or skill related, and should address areas that hinder access to the curriculum.
- Identify resources and material required for a Learning Support Programme.
- Communicate regularly with Classroom Teachers and Academic Mentors to discuss progress of individual pupils.
- Support the transition through various Key Stages, including to Higher Education.
- Contribute to the development of schemes of work for Learning Support lessons from Year 7 to 11 and organise and produce appropriate resources for these programmes.
- Teach Study Skills and other interventions:
  - Write, maintain and develop schemes of work for Study Skills for your assigned Year Group;
  - Responsibility for an assigned Year Group;
  - Organise and produce appropriate resources;
  - Run Handwriting Club where applicable to your role.
- Ensure that the Learning Support provision is an integral part of school life.
- Enhance the Learning and Teaching for pupils and staff.
- Promote independent learning.



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## Person Specification

**The successful candidate will be likely to fit the following profile:**

### Qualifications and Experience

- Good Honours degree
- A postgraduate teaching qualification including QTS is desirable, but not essential
- SpLD Certificated / minimum Level 5 OCR Certified desired
- Level 7 or equivalent specialist assessor qualification desired
- An interest in KS3 Science and Maths desired, but not essential
- Experience working with children with specific learning needs would be an advantage
- It would be highly desirable for candidates to be willing to teach from Year 7 up to Year 13
- Familiarity with the needs of pupils with learning differences would be an advantage, including:
  - Dyslexia
  - Organizational difficulties
  - Communication difficulties
  - ADHD
  - ASC

### Skills and Knowledge

- Strong subject knowledge
- The ability or potential to deliver inspiring lessons
- The ability to inspire, motivate and support pupils and colleagues in a successful and dynamic school
- Excellent organisational, administrative and ICT skills
- The ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- The ability to work collaboratively with colleagues

### Attitudes and Personal Qualities

- Committed to Surbiton High School's ethos and strategic vision
- Personal and professional integrity and the ability to exercise discretion and confidentiality
- Personal warmth to build rapport and gain the confidence of pupils, staff and parents
- High expectations for pupil attainment, personal development and conduct
- High standards of personal presence and presentation
- A team player with leadership qualities and a reflective and flexible approach
- Attention to detail and the ability to self-direct
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Ambitious and aspirational for oneself and for the school
- Committed to professional development and showing a willingness to undertake appropriate training for this role



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## To Apply

Please apply online via the link on the TES or our School [website](#)

**Closing date for Applications:**

**Midnight, Monday 20 April 2026**

**Interviews to be held week commencing:**

**27 April 2026**

*Please note that the School reserves the right to appoint at any stage during the recruitment process. For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Teachers' Pension (TPS or APTIS Scheme)
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,650 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to remain a leading school of choice [rated 'excellent in all areas' by ISI 2023].

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)

INSPIRE | ENCOURAGE | EMPOWER



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## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*