

LEARNING SUPPORT TEACHER

April 2024 | College Salary Scale



Bishop's Stortford College is one of the leading independent, co-educational day and boarding schools in the country.

It is a wonderful place of learning, in a beautiful setting on the edge of a markettown between London and Cambridge.

For more information about this post or the College, in the first instance, please contact Danelle Butteriss for a confidential discussion:

Danelle Butteriss

HR Administrator

recruitment@bishopsstortfordcollege.org

07483064213

The College is seeking to appoint a Learning Support Teacher to join our SEND department. In this role, you will work with pupils either on a one-to-one basis or in small groups. Your expertise and understanding of Dyslexia will be invaluable as you empower our pupils to overcome their challenges and reach their full potential.

You should possess a strong understanding of Dyslexia and Learning difficulties. You should also have experience working with pupils with a range of SEND. The right candidate will should have a minimum Level 5 qualification in in teaching children with Specific Learning Difficulties, or Level 7 SpLD Qualification.

You will need to be able to plan and work independently whilst also enjoying collaborative work with colleagues. You will also be an excellent communicator and have a passion for improving outcomes for pupils with SEND.

WELCOME FROM THE HEAD

Kathy Crewe-Read



Thank you for your interest in working at the College. Since joining here in 2020, I have had the immense pleasure of working with exceptionally talented and supportive colleagues, at the same time as leading our vision for the future. Bishop's Stortford College is a special place. Together, we are embarking on a collective strategy that extends the high standards already set by the school and unites staff, students and our wider community on a shared journey to even greater outcomes.

Bishop's Stortford College has a long history of providing a fantastic education full of the breadth of experience essential for the modern world. Our ability to move forward and embrace the future is – and always has been – down to the people who work here. It is the energy and imagination of College staff, and their enthusiasm to go the extra mile, which creates the opportunities, experiences and very special atmosphere that our pupils enjoy and adds immeasurable value to the education we provide. We hope you will find all you need in the following pages to consider applying for this role.



A handwritten signature in black ink, which appears to read 'KCR', followed by a long horizontal line.

Kathy Crewe-Read
College Head



THE COLLEGE HAS A FORWARD-THINKING APPROACH,
GUIDED BY EIGHT STRATEGIC PILLARS

Introduction to the College

Pillar 1.

DELIVERING ACADEMIC
EXCELLENCE

We will offer a modern curriculum, which prepares pupils for the future. We will seek to instil a love of learning and develop intellectual curiosity. Teaching will be excellent, learning will be exciting and consequently our pupils will receive outstanding results.

Pillar 2.

DEVELOPING STRONG
PERSONAL VALUES

We will nurture integrity and strong values through provision of outstanding pastoral care. Pupils will learn the importance of tolerance, inclusivity and respect for others and will be aspirational about the contribution they make to our community and the wider world.

Pillar 3.

FINDING THE BEST IN
EVERY PUPIL

Our pupils will be treated as individuals. We will find and develop every pupil's unique strengths, by providing a broad curriculum and co-curriculum. Our pupils will have wonderful opportunities to become fulfilled, skilful, happy, young people who have confidence for life.

Pillar 4.

ATTRACTING AMBITIOUS &
ENTHUSIASTIC PUPILS AND
COMMUNICATING ABOUT
COLLEGE LIFE

Our reputation for excellence will be strong and ensure healthy demand for boarding and day places.

Pillar 5.

BEING A GREAT PLACE
TO WORK

Our staff are our most important resource. We will recruit and retain inspirational teachers and highly skilled support staff. All staff will be equally valued, supported and developed professionally in their roles.

Pillar 6.

ENHANCING THE
SCHOOL ENVIRONMENT

The physical learning environment will be of the highest quality. A programme of maintenance and improvement will ensure the campus is completely up to date in order to support our vibrant learning community.

Pillar 7.

MAXIMISING OUR
RESOURCES

The College is a registered charity committed to securing and maximising the effectiveness of all its resources towards its educational purpose. The financial strategy will recognise, and deliver, both affordability and teaching excellence.

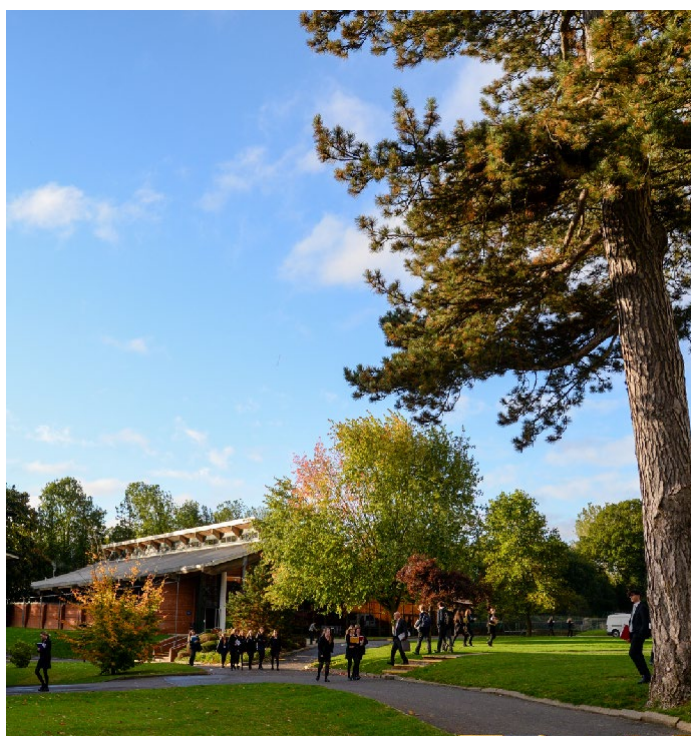
Pillar 8.

INSPIRING GOVERNANCE
AND LEADERSHIP

Leadership of the College is accountable, responsible, courageous and has clear vision.

INTRODUCTION TO THE COLLEGE

Information for candidates



150+
YEARS OLD

SET ON
100 ACRES SITE

SMALL
CLASS SIZES

120+
SPORTS TEAMS

INDOOR
SWIMMING POOL

STATE OF THE ART
FITNESS CENTRE

One of the UK's top co-educational, day and boarding schools, Bishop's Stortford College is a diverse and exciting place for pupils and staff alike. Set in peaceful and spacious grounds on the edge of the market town of Bishop's Stortford, the College is easily accessible by road, rail, and air.

Infectious enthusiasm and dedication are characteristics of this community that make it a stimulating place to work. There are just over 1300 pupils aged 4 to 18 years old on our spacious site, blending full, weekly and part-time boarders with day pupils.

Pupils are organised across three schools: Pre-Prep, Prep School and Senior School. Music and Sports departments, together with Professional Services, work across all three schools. Professional Services incorporates Finance, HR, Facilities and Estates, IT, Commercial and the Medical Centre

As three schools in one, the College is large enough to provide an exceptional range of opportunities, whilst each part is small enough for pupils and staff to be known and valued and feel part of a community.

JOB DESCRIPTION

Learning Support Teacher

Job Title:

LEARNING SUPPORT TEACHER

Terms:

PART TIME (c. 3 DAYS PER WEEK)

Reports to:

SENCO (HEAD OF LEARNING SUPPORT)

Salary:

COLLEGE SALARY SCALE

Holidays:

ON SITE TERM TIME ONLY UNLESS
REASONABLY REQUIRED BY THE
HEAD

Fee Remission:

WHERE RELEVANT, FEE REMISSION
MAY BE OFFERED TO THE CHILDREN
OF THE SUCCESSFUL CANDIDATE,
SUBJECT TO NORMAL ENTRY
REQUIREMENTS BEING MET

Full details of benefits are detailed in the
'Information for Candidates' document.

MAIN RESPONSIBILITIES

- To plan, deliver and evaluate weekly lessons for pupils across the College requiring an individualised programme of learning and support.
- To timetable your support lessons to ensure that pupils do not miss core subject teaching, ensuring you have an updated timetable at all times.
- To liaise closely with class and subject teachers, to ensure that joined up support is planned for the pupils for whom you are responsible.
- To maintain and manage communication with parents, meeting regularly to review progress and attainment, and responding to all emails in good time.
- To complete individual reports for pupils in line with school expectations.
- To reschedule lessons which are missed due to staff absence.
- To regularly assess the progress of the pupils you teach to monitor their progress and the impact of your instruction.
- To keep records of your teaching to share with staff/parents/pupils when requested.
- To produce and review Learning Plans for those pupils you work with, on a termly basis.
- To create and share resources linked with the topics you are teaching pupils.
- To have read and understood the school's SEND policy, as well as other linked policies including the Accessibility Policy, Disability Policy and Disability Plan.
- To work collaboratively with the other members of the department to share practice and ensure that support is consistent.
- To attend the weekly Learning Support department meeting and to use this opportunity to communicate with the other members of the department, particularly in reference to pupil concerns and departmental issues.
- To ensure that the profiles for the pupils you work with are kept up to date on MIS and that key information is stored centrally and securely within the department.
- To ensure that pupils' Pupil Profiles are up to date on the College's learning platform.
- To know how and where to access the Learning Support Register.
- To complete standardised assessments and information gathering tasks to support applications for Access Arrangements.
- When requested, to complete in class observations of pupils with SEND.
- When requested, to support screening pupils.
- When appropriate, to support the delivery of staff training/INSET.
- To meet regularly with the Head of Learning Support and other team members.
- To attend the staff meetings on a weekly basis.
- To engage with opportunities for CPD and to share key information and learning from courses attended with the rest of the department.

ADDITIONAL DUTIES

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves. Along with teaching specific subjects, all staff are expected to play a wide and varied role across the extra-curricular activities of the College. This requirement is part of the standard teaching contract.

A flexible approach to all aspects of this role is essential.

JOB DESCRIPTION

Learning Support Teacher

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the College's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

EQUALITY AND DIVERSITY

The College strives to be diverse and inclusive. It encourages applications from people who identify as Black, Asian or from a Minority Ethnic background, who are underrepresented at the school.

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The post holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

SAFETY, HEALTH, ENVIRONMENT AND FIRE

The post holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses to the Line Manager on the day they occur.

The post holder is not to interfere with or misuse any equipment provided, in accordance with the Act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

DATA PROTECTION

The post holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

EMPLOYMENT TERMS AND CONDITIONS

Full details of the terms and conditions are set out in the employment contract and the employment manual. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to take into account the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

The College reserves the right to alter the content of this document, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

PERSON SPECIFICATION

Learning Support Teacher

The below essential and desirable requirements will be measured using the following:

- Application Form
- Interview
- References
- Medical Questionnaire
- DBS Application

EDUCATION AND QUALIFICATIONS

Essential

- Degree level qualification.
- Qualified teacher status.
- Has completed additional training relevant to working with children with special educational needs and disabilities e.g. Level 5 qualification in teaching children with Specific Learning Difficulties.

Desirable

- Qualified at Level 7 as a specialist assessor for Access Arrangements.
- Level 7 Certificate in Assessing and Teaching Learners with specific Learning Difficulties (dyslexia).

EXPERIENCE AND SKILLS

Essential

- Experience working with pupils with a broad range of additional needs in a range of contexts.
- Experience delivering a range of intervention programmes both to individual students and to groups.
- Suitably qualified and experienced teacher.
- Excellent written and spoken communication skills.
- Creative approach to problem solving.
- Work well with colleagues, providing direction where necessary.
- Ability to interact with staff from all disciplines.

Desirable

- Experience teaching English or any other subject at GCSE level or above.
- Experience working with pupils across KS2, 3, and 4.
- Excellent ICT skills.
- Experience of Independent Preparatory and Senior School.
- Experience of working in a changing environment.

PERSONAL QUALITIES

Essential

- Must have excellent interpersonal skills, able to develop positive and effective relationships with pupils, staff and parents.
- Must be happy working as a part of a team, supporting others and sharing practice.
- Flexible, motivated, take the initiative and have an ability to deal with unpredictable situations.
- Organisational Ability: to be systematic; efficient; meet deadlines and priorities.
- Tact, discretion and listens whilst maintaining confidentiality.
- Able to take responsibility for own area of work.

Desirable

- Able to promote the image of the College through an articulate and confident approach.
- Ability to become involved in all areas of College life for example: Art, Drama, Music, Swimming, PE and Games.

OTHER

- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.

THE APPLICATION PROCESS

Learning Support Teacher

For more information about this post or the College, in the first instance, please contact Danelle Butteriss for a confidential discussion:

Danelle Butteriss

HR Administrator

recruitment@bishopsstortfordcollege.org

07482 064 213

Closing date for applications:

**9am on Monday 4th
December 2023**

YOU SHOULD SUBMIT:

- A completed application form

Applications should be made electronically via the College website.

THE PROCESS IS AS FOLLOWS:

Applications will be screened shortly after the closing date and shortlisted applicants will be invited in for interview soon thereafter.

- Early applications are encouraged, and we are open to the possibility of making an appointment prior to the published closing date.

Due to the high volume of applications received, we regret that it is not possible to provide feedback to candidates at the application stage.

Bishop's Stortford College is committed to safeguarding. There will be an enhanced DBS check prior to the appointment.

Registered Charity Number: 311057.

BISHOP'S STORTFORD COLLEGE

ESTD 1868



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