



## **LEARNING SUPPORT TEACHER**

### **THE SCHOOL**

Hurstpierpoint College is a successful independent school, and a significant medium-sized enterprise in mid-Sussex with around 400 employees and a turnover of some £20 million pa. It is both a stimulating and a pleasant place in which to work.

The College is one of the most successful independent schools in Sussex. It is co-educational and comprises a Senior School, Preparatory School, and Pre Prep with just over 1,100 pupils in all. Over half the pupils in the Senior School are boarders (weekly or part-time).

The College is a member of the Woodard Corporation. Woodard Schools have a firm conviction that education is best delivered within a community whose life, thoughts and actions are shaped by Christian belief and practice. They are schools within the catholic tradition as it is found within the Church of England although they are not exclusive and welcome those of other faiths, perceptions and traditions.

The Headmaster and Senior Leadership Team are responsible for the day-to-day management of the College, with the Head as Chief Executive.

### **JOB DESCRIPTION**

The main role of the successful applicant is to support a broad spectrum of subjects to a number of students in the Senior School, encompassing KS3, GCSE and A Level. The majority of lessons will be on an individual basis but there may be some small group work. The successful applicant will work closely with the Head of Learning Support.

The essential functions of this position are:

- Developing students' learning, mainly on a one to one or small group basis in the Senior School and Years 7/8, with a specific emphasis on specialist support across the curriculum subjects
- An ability to support Maths and Science, to GCSE is preferred
- Setting and marking appropriately differentiated work
- Liaising with the Head of LS on the needs and progress of individual pupils
- Maintaining close liaison with parents
- Maintaining full lessons plans and records appropriate to each student and files showing attainment and progress
- Attendance at LS parents' evenings
- Liaison with Heads of Department, Housemasters and tutors on any students of mutual concern
- Attending LS departmental meetings

- To maintain discipline and work ethic in accordance with the rules and disciplinary systems of the school, as set out in the Staff Handbook
- To participate fully in the wider community at Hurst, possibly taking on the role of Academic Tutor within the house system

### **PERSONAL QUALITIES AND ABILITIES**

- An understanding approach to working with students who have specific difficulties
- The ability to work well in a team, but also to take the initiative where appropriate
- An ability to recognize the individual needs of every student
- To promote transferrable skills and to build confidence
- A willingness to undertake professional development as appropriate
- Flexibility is a key attribute for this role.

### **TERMS AND CONDITIONS**

All members of the Common Room are required to participate in the activities, duties and general life of the College. The school has its own salary scale and there are additional allowances for Housemasters and Housemistresses, Heads of Department and a number of other posts of responsibility. Lunches and refreshments are provided free and many of the College facilities are open to staff and their families during the holidays as well as in term-time. Further information about Hurstpierpoint College may be found in the Independent School's Year Book and on the website at [www.hppc.co.uk](http://www.hppc.co.uk).

### **APPLICATION PROCEDURE**

A covering letter, curriculum vitae and application form, including the names, addresses, telephone numbers and email addresses of three referees, should be sent to the Head of School Administration, Sue Steele:

Email                               sue.steele@hppc.co.uk  
 Telephone number: 01273 836534

Electronic applications are welcomed and additional postal applications need not be made. Shortlisted candidates will be expected to teach part of a one hour lesson. The Head of Learning Support, Jill Silvey, is happy to answer subject related enquiries (Jill.Silvey@hppc.co.uk).

The closing date for applications is **Friday 2<sup>nd</sup> February** and interviews will take place very soon after. It should be noted that shortlisted candidates should bring with them the following:

- Degree certificate
- Two forms of identification (eg passport/driving licence)
- Two documents showing proof of current address (eg utility bill/Council tax bill)

**T J Manly**  
**17<sup>th</sup> January 2018**