DATE OF APPOINTMENT: October or November 2017

THE ROLE: The Learning Support Teacher is responsible under the direction of the SENCo to provide one-to-one support for a child with specific needs. The Learning Support Teacher is responsible for overseeing the academic and pastoral development of the children under his/her care, assisting with the teaching of core and additional subjects within the timetabling arrangements, and assisting teachers in the identification and planning for pupils’ needs.

REPORTING: Learning Support Teachers plan under the guidance of the SENCo and report on academic and pastoral issues to the SENCo.

RESPONSIBILITIES AS A LEARNING SUPPORT TEACHER**:**

**Teaching and Learning**

* To follow schemes of work as provided by the SENCo, Headmaster, Head of Pre-Prep and Heads of subject in the school
* To teach pupils on a one to one basis or in small groups in line with their Individual Education Plans and the recommendations of reports by professionals outside the school
* To support children in regard to learning difficulties as they apply to literacy, numeracy, written expressive language, comprehension and essay writing skills, study skills, personal organisation and subject-specific work
* To use a variety of methods and approaches to ensure effective progression for pupils and to use the assessment of pupils’ progress to inform future planning
* To provide in-class support for pupils with identified needs
* To support pupils in regard to exam preparation (both school exams and external exams) and to assist in the provision of reading assistance and scribing for specified pupils
* To ensure that the School’s Health and SafetyPolicy is followed as it applies to the Learning Support Department

**Monitoring, Assessment, Planning and Tracking**

* To assist in the identification of pupils’ Special Educational Needs through observation in the classroom, individual screening and assessment of reports
* To oversee the writing and regular review and updating of Individual Education Plans
* To liaise with external agencies in regard to particular pupils to ensure that the school is providing appropriate support for the child
* To liaise with classroom teachers concerning the needs and progress of individual pupils and to provide advice as appropriate about teaching strategies to assist particular pupils
* To interpret the recommendations of Educational Psychologist, Occupational Therapist and other reports and to disseminate them so that they are effectively implemented in the Learning Support Department and in the classroom
* To use data generated by school assessments effectively to inform future pupil progress

**Communication and Reporting**

* To write termly reports for parents on the pupils receiving one-to-one teaching
* To liaise with parents and carers concerning pupil progress and concerns, and concerning updates to the IEP, and to be proactive in communication about these issues
* To attend Parents’ Meetings as appropriate to discuss the child’s/children’s progress
* To make recommendations to parents in liaison with the SENCo concerning the use of external agencies for identifying SEN

**Professional Knowledge and Development**

* To maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and of the school’s curriculum and policies
* To participate in INSET provided by the School
* To set realistic, measurable and achievable personal targets as part of appraisal in consultation with the SENCo and Headmaster
* To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal
* To keep records of INSET attended