**Ravenscourt Park Preparatory School**

**Learning Support Teacher Job Description**

**Responsible to:** Head of Learning Support (SENCo), Senior Leadership Team and ultimately to the Head.

**Our Learning Support Teacher will:**

* Assist the Head of Learning Support in monitoring the provision for pupils with Special Educational Needs and/or Disabilities (SEND), those on the learning support register, pupils for whom English is an Additional Language (EAL) and high attaining children throughout the school through teacher observations, book looks, learning walks, etc.
* Assist the Head of Learning Support in pupil assessment, observation and diagnosis.
* Keep up to date records in accordance with school policy, following guidelines on marking and assessment.
* Attend pupil progress meetings to discuss strategies and next steps to ensure all children are making progress, particularly those with SEND, EAL, learning support and high attaining children.
* Liaise with relevant staff to write and review termly targets.
* Maintain clear, weekly plans, which reflect the termly targets.
* Write annual reports on pupils’ progress, which also outline the aims and objectives of future sessions.
* Support staff across the school in identifying and planning for children with specific needs, including SEND, EAL and high attaining children.
* Assist the Head of Learning Support with designing and managing the department timetable.
* In conjunction with the Head of Learning support, research new resources and initiatives to enrich the Learning Support provision.
* Withdraw individuals or groups as required, helping them to access the curriculum being followed by the rest of the year group, as directed by the Head of Learning Support.
* Instil a love of learning through a wide range of creative teaching styles.
* Provide effective in-class support to children with perceived learning support needs, as directed by the Head of Learning Support.
* Maintain a well organised and pupil friendly and interactive learning environment
* Assist the Head of Learning Support with identifying CPD needs within the department and the wider school.
* Attend such occasions (e.g. parents' evenings) as are deemed part of the annual cycle of the school year.
* Attend such after school meetings as the Head might consider necessary for the efficient running of the school.
* Follow the school code of conduct.
* Build good relationships with pupils and parents following the school’s open door policy.
* Promote and safeguard the welfare the pupils maintaining a constant awareness of all issues relating to safeguarding and child protection.
* Be involved in decision making and policy development across the school in consultation with whole staff, where appropriate.
* Feedback to whole staff of any course information or professional development enabled by the school.
* Respond promptly to all school correspondence.
* Follow the school’s policy on emails and internet use.
* Undertake break/lunch duties as required.
* Fulfil other reasonable duties as directed by the Head.

The duties outlined in this job description are in addition to those covered by the latest ‘Contract of Employment (Teachers)’ under ‘Duties and Hours of Work’ and ‘Appendix – General Professional Duties’. It may be modified by the Head, with your agreement, to reflect or anticipate changes in the job.

Date: September 2018

Review: September 2019