



CATERHAM  
SCHOOL

# LEARNING SUPPORT TEACHER APPOINTMENT BRIEF

To start:

**September 2025**

**One year fixed term contract (maternity cover)**

**Full-time or part-time position**



**Tes Schools Awards 2023**

**Winner**

Independent Senior School of the Year



# ABOUT CATERHAM

**We are a highly successful and ambitious school but, above all else, Caterham is a warm and welcoming community where each member is nurtured and encouraged to flourish.**

**We are intensely proud that Caterham School is consistently recognised as one of the leading co-educational schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence.**

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic

achievement alone: it is also about developing a passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond, and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others.



# LEARNING SUPPORT AT CATERHAM

The Learning Support Department aims to ensure that all pupils have full access to the curriculum and are enabled to achieve their potential regardless of their level of need or difficulty. Individual needs are carefully assessed and monitored by working in close partnership with pupils, parents, teachers and, where appropriate, outside agencies and specialists.

The Learning Support Department is a highly valued and well-respected department within the school, liaising closely with teaching and pastoral staff to ensure that pupils with SEND are supported across the curriculum. You would be joining a supportive and collaborative team, committed to professional growth and development. You would be a key part of our team, helping to shape the school's vision for inclusivity and ensuring that all pupils, regardless of need, have the opportunity to thrive.

Any Caterham pupil with a specific learning difficulty or other neurodiversity has full access to the curriculum and is included in a fully integrated teaching programme. Informal screening is carried out from time to time and this, together with feedback from subject teachers and discussions with a pupil's Head of Year, could lead us to suggest a short period of targeted support from one of the Learning Support teachers or an assessment with an external specialist recommended by the School.



**tes** **Tes Schools Awards 2023**  
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**BEST SCHOOLS AWARDS 2023** WINNER  
**BEST SCHOOLS AWARDS 2023** FINALIST  
**WAS** in partnership with **NATIONAL CHILDREN'S BUREAU**  
**Wellbeing Award for Schools** 2022-2025  
**The Edtech 50 SCHOOLS**  
**INDEPENDENT SCHOOLS OF THE YEAR 2023**  
**TE** 2023 FINALIST TE Awards for Innovation in Education

# THE ROLE

To support the SENCO in all aspects of the management of the Senior School Learning Support Department and the effective delivery of its aim to ensure that students with additional learning needs can reach their academic potential.

To support the SENCO in ensuring that pupils with any Learning Support needs are identified and supported through effective guidance to teaching colleagues and appropriate adjustments in class and exams, whilst ensuring effective and supportive partnerships with parents.

## Responsibilities (teaching)

Specialist teaching and pupil support (Years 7-13), generally one to one, but may be grouped, especially for revision and exam skills

Preparing individually tailored lesson plans for each pupil and organising or creating teaching resources as appropriate

Target-setting and evaluation of lessons with follow-up plan and communicating with teaching staff and parents where appropriate

Responding to and following up on referrals from teachers, parents and pupils

In-class observation of pupils, with follow-up recommendations

## Responsibilities (general)

Carrying out individual and group screening and assessments

Regular liaison with teaching staff to monitor pupil progress and provide specialist advice

Preparing and updating individual pupil support plans and liaising with teaching staff on specific pupil requirements

Reading specialist reports and implementing appropriate support and any exam access arrangements as appropriate

Completion and collation of necessary documents and evidence for access arrangements

Regular liaison with parents by way of email, phone calls or face-to-face meetings

Half-termly meeting with Heads of Year to review pupil referrals and support

Analysis of pupil data both to consider whether further screening or intervention may be appropriate, and to review the effect of existing intervention

# PERSON SPECIFICATION

Reporting to the Head of Learning Support and SENCO

We are looking for an enthusiastic Specialist Teacher who is passionate about supporting pupils with learning needs, and keen to see students develop into fully independent learners.

## Qualifications

### Essential

A good Honours degree

Level 5 SpLD Diploma (Specialist Teaching)

### Desirable

Level 7 SpLD Diploma (Specialist Teacher Assessor) or

Assessment for Access Arrangements qualification (e.g., PAPAA, CPT3A, ETAAC or PATOSS AAA)

## Experience and Knowledge

### Essential

Experience of working with SEND pupils from 11-18, and of delivering targeted interventions throughout the age range

### Desirable

Familiar with the latest policies and legislation relating to SEND, and an awareness of new initiatives relating to the support of pupils with a range of difficulties

A good understanding of the JCQ access arrangements requirements

Experience of supporting learners with Autism and ADHD

Experience of working with high achieving, academically able pupils

Experience of completion of documents (JCQ Form 8/ Form 9) as evidence for exam access arrangements

Knowledge and experience of using appropriate screening tools for the early identification of pupils with SEND

## Skills and Attributes

### Essential

Confident and comfortable working with a wide range of year groups, from supporting Year 7 pupils with literacy to advising Sixth Formers on study skills

Motivated to ensure that the highest academic standards and expectations are met, while being sympathetic to the academic challenges some pupils may face

Energetic and enthusiastic with a passion for recognising the individual needs of every student, promoting transferrable skills and building confidence

Ability to work effectively within a small, close-knit team

Excellent interpersonal and communication skills

Innovative, proactive, creative and flexible

A very strong work ethic and commitment to getting work done to a high standard and in a tight time frame

Personal warmth to gain the confidence of pupils, staff, and parents

Positive rapport with pupils

Show a commitment to continuing personal and professional development

Excellent IT, organisation and administrative skills, to include use of Excel spreadsheets

### Desirable

Experience of use of Apple iPads

# BENEFITS AT CATERHAM

**We pride ourselves on the best support and care for our academic and professional services staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.**

## **Salary**

Caterham offers its own Caterham School pay scale and the salary will be commensurate with the appointee's experience and the seniority of the role. The role comes with substantial timetable remission

## **Continuous Professional Development**

All staff have access to generous professional development training as part of the School's performance management process. The focus at Caterham School is on encouraging and supporting individuals to continue to grow their skills to provide the finest teaching and learning for our students. We have a strong track record of supporting colleagues into Middle and Senior Management positions.

## **Counselling and Legal Advice Service**

A free, confidential 24 hour telephone service available 365 days per year.

## **Fee Remission**

Discount available on school fees. Please contact the HR department for full terms and conditions.

## **Pension Scheme**

You will be entitled to join the Schools generous Defined Contribution scheme with APTIS. Further details can be provided by Human Resources.

## **Subsidised Sports Centre Membership**

Subsidised Membership to Caterham School's Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes.

## **Cycle Scheme and Tusker Car Scheme**

A salary sacrifice scheme which provides vouchers available for a wide range of suppliers and includes e-bikes and accessories. Further details regarding the car scheme can be provided by Human Resources.

## **Caterham School Benefit Hub**

Offering a wide range of discounts across a wide range of global and national brands and local deals.

## **Health Cash Plan Scheme**

Membership of BHSF Cash Plan Scheme, which reimburses bills for everyday healthcare treatments.



# APPLICATION PROCESS

You can complete the application online via  
the school website at:

[http://www.caterhamschool.co.uk/about/careers/  
teaching-vacancies](http://www.caterhamschool.co.uk/about/careers/teaching-vacancies)

If you have any questions or queries, please contact  
Vicky Goodwin, HR Officer: [hr@caterhamschool.co.uk](mailto:hr@caterhamschool.co.uk)  
or call 01883 343028

This appointment is to start September 2025

The closing date is Wednesday 18 June 2025 at 9.00am

Applications will be reviewed as they are received. The School  
reserves the right to appoint at any stage of the recruitment  
process; early applications are therefore encouraged.

Caterham School is committed to safeguarding and promoting  
the welfare of children and young people and expects all  
staff and volunteers to share this commitment. All offers of  
employment are subject to an enhanced DBS check.

[caterhamschool.co.uk](http://caterhamschool.co.uk)





Inspiring education for life



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SCHOOL

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