



Griffin House Preparatory School

Little Kimble, Aylesbury, Buckinghamshire HP17 0XP

Workshop Teacher

Job Title: Workshop Teacher

Job description: Full time and permanent

Responsible to: Head Teacher

Hours: Monday – Friday, 8am-5pm during term time

Competitive salary, dependent on experience.

Griffin House School is a highly successful independent primary school for children from the ages of 3-11 years.

We are looking to appoint a reliable, enthusiastic and self-motivated teacher to oversee the provision for children with SEN. Previous experience of working with children is essential. Candidates will need to have excellent interpersonal skills, a warm and caring personality and a commitment to the nature and development of young children. A good level of numeracy and literacy skills are essential together with a positive approach, patience and understanding. The ability to communicate effectively with pupils and other staff is essential.

Main role and responsibilities:

- To oversee the provision for children with SEN.
- Collaborating with professionals from external support services, e.g. SaLT, OT, STS, and co-ordinating their sessions with these children.
Organising and attending review meetings for children who have EHCPs.
- Liaising with the Form Teachers and Learning Support Assistants to plan and develop timetables. These will provide for small group and 1-1 teaching sessions for pupils who will gain benefit from additional support in reading, comprehension and mathematics.
- Provision of appropriate teaching resources for some of the above sessions.
- Establishment of a positive, purposeful teaching environment in which every child feels secure and confident and is therefore able to work to their potential.
- Leading these sessions taking account of the individual needs and learning styles of the children.
- Regular liaison with Head teacher.

HEADMASTER: Tim Walford B.Ed (Hons)

Telephone: 01844 346154 **Email:** secretary@griffinhouseschool.co.uk **Web:** www.griffinhouseschool.co.uk
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- Writing of end of year and other reports as appropriate.

Essential qualities required: flexibility and adaptability, organisational and communication skills - to build positive relationships with pupils, parents and colleagues - self-motivation, professional knowledge and expertise, discretion, sense of humour.

Knowledge and experience of current SEN policies and SEND code of Practice 2015 desirable.

This post will be subject to satisfactory references and an enhanced DBS check as our school is committed to safeguarding and promoting the welfare of all children in our care. Training and support will be an ongoing aspect of the role.

Closing date: 18th January 2019

Interview date: 21st January 2019

Start date: 25th February 2019

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Griffin House School is the trading name of Alpha Schools Holdings Ltd.

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