



CATERHAM
SCHOOL

LEARNING SUPPORT TEACHER APPOINTMENT BRIEF

To start:
January or April 2027



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 who have special educational needs have full access to the curriculum and are enabled to achieve their potential. 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.

The Learning Support Department is led by the Head of Learning Support / SENDCo (BA, PGCE, NASENCO, Level 7 PAPAA), who reports directly to the Deputy Head (Director of Studies). The team features specialist expertise, with three staff members holding the Level 7 Postgraduate Award of Proficiency in Assessment for Access Arrangements (PAPAA): the SENDCo, the full-time Deputy SENDCo, and a part-time Learning Support Teacher (0.8 FTE). Operational and examination logistics are supported by a dedicated Learning Support and Access Arrangements Coordinator (0.8 FTE).



THE ROLE

The Learning Support Teacher will support the SENDCo in the effective delivery of its aim to ensure that pupils with special educational needs can reach their academic potential. Identifying and supporting them through effective guidance to teaching colleagues and appropriate adjustments in class and exams, whilst ensuring effective and supportive partnerships with parents.

Role Responsibilities

Teaching

Specialist teaching and pupil support (Years 7-13), within one-to-one and small group settings

Leading on teaching a variety of areas including: study and exam skills, literacy skills, executive functioning skills and social communication skills

Preparing tailored lesson plans and resources as appropriate for individual and group lessons; target-setting and evaluation of lessons with follow-up plans and communicating with teaching staff and parents where appropriate

Preparing and updating pupils' individual support plans and liaising with teaching staff on specific pupil adjustments

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

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

Carrying out individual and group screening and assessments, including assessments for exam arrangements if appropriate

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

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

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

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

Administration

Completing the necessary documents as evidence for exam access arrangements

Supporting the admissions and entrance examination process, including checking specialist reports, and calls and meetings with prospective parents and feeder school SENDCos

Transition planning for pupils joining the school at Years 7, 9 and 12, preparing individual support plans for staff to utilise in their teaching

PERSON SPECIFICATION

Reporting to the Head of Learning Support/SENDCo.

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

Qualifications

Essential

Have 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 pupils with SEND from 11-18, and delivering individual and small group targeted interventions throughout the age range

Experience of supporting learners with Autism and ADHD

Familiarity 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 special educational needs

A good understanding of the JCQ access arrangements requirements

Desirable

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

Experience of supporting pupils with GCSE English Language and Literature skills

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 skills to advising Sixth Formers on exam and study skills

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

Able 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

Positive rapport with pupils, staff and parents

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 and AI tools

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 School's generous Defined Contribution scheme with APTIS. Further details can be provided by the HR department.

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 the HR department.

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>

If you have any questions or queries, please contact
Vicky Goodwin, HR Business Partner: human.resources@caterhamschool.co.uk
or call 01883 343123

This appointment is to start January or April 2027

The closing date is 9.00am on Monday 9 November 2026

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





Inspiring education for life



CATERHAM
SCHOOL

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