**Special Educational Needs tutor**

Temporary Appointment to take effect from January 2018, for two terms

The Downs Malvern is a busy, vibrant and successful co-educational preparatory school for boarding and day children aged between 3 and 13 years, offering an outstanding preparatory education. The school is situated in extensive, beautiful and safe grounds on the Herefordshire side of the Malvern Hills. The facilities at the school, including the boarding environment, are first class and we are able to offer each child a wide range of exciting and challenging opportunities.

The Downs Malvern aims to provide a first class education in a secure, caring and disciplined environment where every pupil can fulfil his or her potential, academically, creatively, physically, socially and spiritually. Our School is committed to:

• providing a broad and balanced curriculum which values academic excellence but also attaches great importance to effort, enthusiasm and enjoyment in all areas of learning and activity

• promoting the welfare of every pupil by developing their confidence and self esteem, giving them responsibility and opportunities to exercise leadership, helping them to develop mature attitudes, and preparing them for their senior schools and adult lives

• building a strong sense of community in which all feel valued and respected, where each has a contribution to make, and where there is a growing awareness of our common responsibility for the wider world in which we live, and especially our environment.

While The Downs Malvern is a school where Christian values, ideals and practice are considered to be important in implementing these aims and objectives, it also values diversity and warmly welcomes pupils of other faiths.

Our approach to learning at The Downs Malvern is to establish a secure and productive relationship between teachers and pupils, so that children acquire knowledge and, very importantly, thinking skills and individual learning styles. From the first day in our Nursery we encourage children to work imaginatively by expressing their own thoughts and ideas.

Class-based teaching starts at age three in the Nursery to the end of Year 2 when subject teaching is gradually introduced, until Years 6, 7 and 8, when specialist teachers teach all parts of the curriculum. By the end of Year 8, pupils will have been prepared for the ISEB Common Entrance exam or will have taken scholarship exams. Children here have many opportunities to expand and develop their education outside the classroom in our idyllic rural surroundings and to take advantage of our wonderful facilities both at the prep school and those we are able to use at Malvern College.

Lessons are delivered by talented teachers in well resourced classrooms. We prepare our pupils to move on to a wide range of senior schools; a significant proportion of our children go on to Malvern College, although our programme of study does afford parents the flexibility of choice.

Our school community is a vibrant one and staff are committed and enthusiastic.

# Special Educational Needs

The SEN team offer private individual tuition with qualified specialist Teachers to students with a diagnosed Specific Learning Difficulty (SpLD) such as dyslexia or dyspraxia and/or provides Study Skills Enhancement for students who need help with writing and planning, organisation, time management or with any other aspect of their academic work across the curriculum. Preliminary diagnostic assessment is also undertaken.

**Appointment**

This vacancy is for up to 30 x 35 minute lessons per week, and flexibility in terms of days/times will be an advantage. The exact number of weekly lessons will vary, and may rise from a low base towards the maximum possible level as the term progresses.

The successful applicant will be required to teach across the age range of the school.

## Key Areas

* To tutor SpLD pupils throughout the School
* To become familiar with the life of the School in order to understand the needs and expectations of the students
* To prepare and write/update Individual Education Plans as needed, and liaise with teachers, parents and/or other linked adults for the pupils as appropriate
* To attend Parents’ Meetings and to liaise with parents as necessary and in response to the needs of individual pupils
* To be a fully integrated member of the team

## Limits of Responsibility

* To be ultimately responsible to the Headmaster through the SENCO
* To carry out duties within the Department in line with school and departmental policies, under the direction of the Deputy Head and the SENCO

## Criteria for Success

* Evidence that high standards of teaching and learning are being maintained
* Developing and maintaining positive and supportive relationships with the pupils across the school
* Maintaining positive relationships with both academic and pastoral staff
* Actively supporting the ethos of the school.

**Applications**

Applicants may contact the Deputy Head, Mr Andrew McKay to discuss the post if they wish. Mr McKay can be contacted by email: [ajm@thedowns.malcol.org](mailto:ajm@thedowns.malcol.org)

Full details of working at The Downs Malvern and our Application forms can be found on our website: [www.thedownsmalvern.org.uk/Job-Vacancies](http://www.thedownsmalvern.org.uk/Job-Vacancies)

Applications, consisting of a brief handwritten covering letter together with a completed application form, should be sent to the Headmaster c/o Human Resources, Malvern College, Malvern, Worcestershire WR14 3DF, to arrive no later than **noon on Friday 8 December 2017.** Interviews will be held during w/c 11 December 2017.

Should you be shortlisted, you will also be required to provide proof of your identity, right to work in the UK and qualifications during the selection process.

**General Requirements**

The Downs Malvern is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment.  Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with School and local Safeguarding Board stipulations.

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You must co-operate with the College to enable it to comply with its legal duties for Health and Safety.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

***The Downs Malvern exists to provide a quality all round education for pupils aged 3 – 13 and is committed to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.* *We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.***

**November 2017**