



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Learning Support Teacher</b>		
<b>DEPARTMENT:</b>	<b>Learning Support</b>	<b>SCHOOL:</b>	<b>Senior School</b>
<b>REPORTS TO:</b>	<b>Head, Head of Department</b>		

### PRINCIPAL PURPOSE:

All academic staff are required to take on specific teaching responsibilities. Any particular additional responsibilities, agreed with the Head, and general responsibilities relating to the life and work of the school will be defined in supplementary job specifications for those taking on specific additional responsibilities. All full-time teachers are also responsible for a tutor group, as allocated annually, and must undertake Boarding House duties and contribute to the extracurricular life of the school, including Games commitments.

### KEY TASKS:

#### Specific Teaching Responsibilities

The subject teacher is responsible to the Head of Department for playing a part in the work of the department and for the efficient teaching of pupils and/or groups assigned to him/her.

### OTHER TASKS:

#### Teaching and Learning

- Act in pursuance of the school's stated aims.
- Teach students according to their individual educational needs, generally in one-on-one but may be in small group sessions.
- Create sequences of multi-sensory lessons and programmes of study for each pupil bearing in mind their individual strengths and challenges.
- Set challenging learning goals for those pupils for whom they are the nominated Learning Support Teacher.
- Provide regular and constructive feedback to pupils in lessons to support their progress.
- Contribute to the school's planning activities and strategic objectives.
- Conduct pupil screening and assessment for examination access assessments (subject to qualifications held), where referrals have been made in the cases of actual or suspected Additional Needs.
- Complete and collate any necessary documents and evidence for access arrangements.
- Conduct in-class pupil observations to inform effective practice within the Learning Support Department and within that subject area.
- Produce individual pupil profiles for the pupils with Additional Needs which include appropriate support strategies so that subject teachers can tailor their lessons accordingly.
- Monitor the progress of pupils with Additional Needs for whom they are the nominated Learning Support teacher, assessing the impact of specific interventions and liaising with the tutor, subject teachers and Head of Learning Support.
- Provide effective and efficient classroom support if exceptionally required, in liaison with the Head of Learning Support and class teacher.
- Set and mark appropriate work for pupils, both in class and for homework, to assess progress and inform future learning.
- Undertake specific training, where required, to uphold our accreditation commitments and to further the expertise of the department.

- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Ensure the appropriate care of text and exercise books, and expect a high standard of presentation in written work at all times.
- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department and contribute to the department's development plan and its implementation.
- Assess, record and report on the attendance, progress development and attainment of pupils and keep such records as are required.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Maintain appropriate paper-based and electronic records and provide relevant accurate and up-to-date information.
- Attend appropriate Parents' Evenings, well prepared to discuss the work and progress of pupils with parents, write appropriate reports and references and ensure that any follow-up work is carried out.
- Acting within the expectations of the tutor handbook, oversee the performance of their tutor group, setting and monitoring targets and establishing action plans where necessary, and liaising with teachers and parents, providing such support academically and pastorally that is required to help pupils achieve their full potential.
- Work in line with the Wycliffe College Professional Teaching Standards Framework.
- Be familiar with and apply the contents of key procedures and Learning and Teaching Policies.
- Liaise as appropriate with the following outside agencies (on the direction of the Head of Learning Support):
  - Educational Psychologists
  - Local Education Authorities
  - General Practitioners
  - School Counsellors
  - Psychiatrists
  - Speech and Language Therapists
  - Occupational Therapists

### **Partnership with Parents**

Partnership with parents is maintained by the following:-

- Individual Pupil Profiles and reviews (usually discussed at Parents' Evenings)
- Individual parental interviews (on request)
- End of Term reports
- Telephone and e-mail contact

### **Pastoral Care**

- Consult with tutors and House staff over individual pupils and co-operate in any agreed courses of action.
- Communicate with the parents of pupils and with external agencies concerned with the welfare of individual pupils, after consultation with appropriate staff.
- Alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.

**As a Member of a Department**

- Attend departmental meetings for those subjects to which a contribution is made as a teacher, and any other meetings as reasonably directed by the Deputy Head (Academic).
- Contribute to the process of monitoring, evaluation and review of the curriculum area/department in line with agreed school procedures and implement modification and improvement where required.
- Assist the Head of Department in the setting, marking and grading of any examinations or assessment procedures.
- Be responsible for the condition of the teaching space used and report any damage to fixtures or fittings to the Head of Department.
- Assist the Head of Department in identifying resource needs and to contribute to the efficient/effective use of physical resources.

**As a Member of the Wycliffe Community**

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage its staff and pupils to follow this example.
- Take part in marketing and liaison activities such as open days and evenings, and events with partner schools.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Carry out a share of duties in accordance with the published rosters.
- Promote actively the school's corporate policies.
- Continue personal development as agreed.
- Comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- Engage actively in the performance management review process.
- Take part in the school's staff development programme by participating in arrangements for further training and professional development, including subject knowledge and teaching methods.

**Specific to the Senior School**

- Support the school by attending morning Chapel on a regular basis.
- Attend Assembly on Monday mornings.
- Attend Staff meetings.
- Contribute to extra-curricular and games programmes.

**OTHER TASKS:**

- Understand and comply with the College's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- Understand and comply with the College's Health and Safety Policy statement.
- Understand and comply with the College's GDPR and Data Protection Policy.
- Work with administrative staff to provide information requested by them for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals.
- Undertake any other key tasks which the Head of the College and/or the Chair of the Council of Trustees may reasonably assign.



## PERSON SPECIFICATION

<b>JOB TITLE:</b>	<b>Learning Support Teacher</b>
<b>DEPARTMENT:</b>	<b>Learning Support</b>

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

	<b>REQUIREMENT:</b> E - Essential D - Desirable	<b>MEASURED BY:</b> A - Application Form/References B - Lesson Observation C - Interview D - Presentation
<b>KNOWLEDGE AND EXPERIENCE:</b>		
<ul style="list-style-type: none"> <li>Have a thorough knowledge of the principles of teaching pupils with SpLD.</li> <li>Experience in working with pupils on a one-to-one basis with a range of Additional Needs across the curriculum at Key Stages three to five.</li> <li>Excellent organisational skills and an eye for detail.</li> <li>Excellent communication skills (as regular contact with parents and teachers is an essential part of the role).</li> <li>Flexibility and a willingness to adapt and take initiative.</li> <li>An ability to support learning for Maths up to KS4 or KS5 would be particularly desirable.</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>	A,B,C
<b>SKILLS (THE ABILITY TO):</b>		
<ul style="list-style-type: none"> <li>Plan effectively in order to support pupils of all levels in all Key Stages.</li> <li>Make appropriate use of classroom technology to facilitate teaching and learning.</li> <li>Use available data to personalise the learning experience for pupils.</li> <li>Inspire the full range of pupil abilities.</li> <li>Take part in extra-curricular activities.</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A,B,C</p> <p style="text-align: center;">A,B,C</p> <p style="text-align: center;">A,B,C</p> <p style="text-align: center;">A,B,C</p> <p style="text-align: center;">A,C</p>
<b>QUALIFICATIONS:</b>		
<ul style="list-style-type: none"> <li>Honours Degree in a relevant subject.</li> <li>A teaching qualification.</li> <li>A teaching qualification in SpLD, at a minimum of Level 5 or equivalent.</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A,C</p>
<ul style="list-style-type: none"> <li>Level 7 qualification in the assessment of pupils for exam access arrangement as per JCQ regulations, or a willingness to undertake training when necessary.</li> </ul>	E	A
<b>ISSUED: January 2021</b>		