

FARLEIGH

SCHOOL

JOB DESCRIPTION	LEARNING SUPPORT TEACHER
Responsible to:	Headmaster, Head of Learning Support
Purpose of the job:	To provide high quality Learning Support throughout the school that caters for the individual needs of children with Specific Learning Difficulties.
Relationships:	The post holder is responsible to the Headmaster in all matters and to the Head of Learning Support as the line manager. The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive working relationships with them.
Particular Responsibilities:	<ul style="list-style-type: none"> (a) to teach pupils within the school and lead by example with stimulating teaching, which inspires pupils to learn (b) to ensure that the LS provision is an integral part of school life (c) to enhance the Learning and Teaching for pupils and staff (d) to be an advocate for pupils, to work alongside staff and to support parents (e) to work closely as a member of the LS team (f) to maintain total confidentiality at all times, both inside and outside of school (g) to liaise with the Deputy Head (Academic), Heads of Year, Subject Takers and Form Takers, where necessary, to keep them informed of academic and pastoral needs and progress (h) to maintain a professional standard, adhering to statutory and school requirements for Health and Safety, Risk Assessment and Child Protection (i) to work in accordance with and respect for the Roman Catholic ethos (j) to read and adhere to all school policies
Key Tasks:	<p>Timetable</p> <ul style="list-style-type: none"> • to devise a termly timetable, in consultation with Subject Takers and the Music Department, that meets the needs of the individual child <p>Teaching</p> <ul style="list-style-type: none"> • to teach individuals, pairs and groups throughout the school from EYFS to Year 8 • to offer Literacy and Numeracy skills, Speech & Language skills, gross and fine motor skills, study skills and teaching strategies that promote independent learning <p>Liaison</p> <ul style="list-style-type: none"> • to liaise with all academic staff including Teaching Assistants and Boarding staff • to work with external agencies: Educational Psychologists, Speech & Language and Occupational Therapists, Child Psychotherapists, arranging assessments and co-ordinating visits, feedback to staff and dissemination of reports <p>Recording</p> <ul style="list-style-type: none"> • to keep comprehensive documentation of all communications • to write Individual Education Plans (IEPs) with termly targets for each child <p>Reporting</p> <ul style="list-style-type: none"> • to report to parents at the end of each term with a written IEP report

	<ul style="list-style-type: none"> • to meet with parents to discuss the term’s progress and to respond to or initiate any contact deemed necessary throughout the term, which includes keeping records and informing staff of outcomes • to attend parent evenings and curriculum evenings as required <p>Assessment</p> <ul style="list-style-type: none"> • to assess pupils following teacher or parent referral • to assess prospective pupils in order to identify strengths and weaknesses <p>Examinations</p> <ul style="list-style-type: none"> • to support LS pupils in school examinations and Common Entrance • to organise extra time for pupils at Common Entrance, in consultation with senior schools <p>Annual Screening</p> <ul style="list-style-type: none"> • to assist with Year 1-Year 7 screening for Reading, Maths, Spelling and Cognitive Ability • to analyse school data in order to identify specific difficulties <p>LS Development</p> <ul style="list-style-type: none"> • to keep abreast of the latest research developments and resources in Dyslexia, Dyspraxia etc. • to be aware of government initiatives and developments in the maintained sector which impact on the teaching and provision of children with additional needs • to promote and support the use of ICT within LS <p>Training</p> <ul style="list-style-type: none"> • to keep up to date with own current practice and development in the subject area, attending relevant courses and training • to increase awareness and understanding of children with Specific Learning Difficulties <p>Other</p> <ul style="list-style-type: none"> • to work to the direction of the Headmaster on any other matters relating directly to this role which may from time to time occur • any other duties as commensurate with the post, that the Headmaster may from time to time ask the post holder to perform
<p>Annual Review:</p>	<p>This job description may be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.</p>
<p>Safer Recruitment:</p>	<p>Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will undertake your role and responsibilities in accordance with Farleigh School Child Protection Policy and Guidelines. The successful applicant will be required to have an enhanced DBS disclosure.</p>