



## JOB DESCRIPTION

<b>Job Title:</b>	Learning Enhancement Teacher	<b>Department:</b>	Learning Enhancement
<b>Hours of Work:</b>	Part- time over 3 days		
<b>Responsible To:</b>	Head of Learning Enhancement	<b>Responsible For:</b>	N/A

### Summary of Role:

**The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below.**

### Specific Responsibilities:

#### Whole school

- To contribute to the inclusive teaching and learning ethos of the school, ensuring that the department remains accessible to pupils, parents and staff. This means being familiar with the school, department and SEND-related policies, ensuring high expectations of behaviour and achievement are set for SEND students and disseminating good practice in SEND across the school.

#### Teaching

- To be able to teach a range of SEND students across the school in small groups, one to one or within a classroom setting, delivering the curriculum in an artistic and creative manner but at the same time offering high quality and appropriate teaching strategies that are informed by the SEND student's IEP. Teaching is primarily aimed at supporting pupils whose individual learner profile is informed by their diagnosis of a specific learning difficulty – which mainly falls into the category of dyslexia, dyspraxia, slow processing speed and weak working memory (though co-morbidity across the range of SpLDs does inevitably exist). Most teaching will be centred on delivering study skills that develop the student's ability to work effectively and independently. The post holder will work closely with department to devise appropriate intervention programmes.

#### Dept

- To be proactive and have a commitment to personal and professional development to meet the changing demands of the Department; to be prepared to attend training courses when required and share best practice within the department. To liaise on a regular basis with other members of the department to ensure the smooth running of the department. To attend Department meetings weekly and to examine the efficacy of the support being provided and look for ways of making future improvements.

#### Communication

- To be able to communicate effectively (orally and verbally) with students, parents and staff in a professional and positive way; giving advice that will support the teaching of staff and the learning of the students. To attend parents' meetings and write reports as required.

#### Referrals/screening

- To assist the Head of Learning Enhancement with the School's referral process by arranging and supervising online screening assessments to identify students with additional learning needs.

**IEP**

- To assist the Head of Learning Enhancement to effectively manage the Individual Education Profiles (IEPs) for all students receiving support, including creating, reviewing and updating IEPs bi-annually.

**Exams**

- To assist the Head of Learning Enhancement to collate the appropriate supporting documentation required for the JCQ regulations of access arrangements. To also be available to invigilate for internal and, where necessary, external examinations.

**Admissions/Prospective students**

- To assist the Head of Learning Enhancement with managing the admissions process of SEND students, including liaising with feeder schools and parents of prospective students, as well as arranging visits, if required.

**Admin/recording keeping.**

- To assist the Head of Learning Enhancement with administrative tasks including, keeping the appropriate records of SEND students up to date in the form of hard copies in the filing cabinet and electronic copies on iSAMS.

**Resources/ICT software**

- To assist with ordering and building up of differentiated departmental resources as well as to manage existing ICT software to support SEND students throughout the school.

**Tracking**

- To work closely with the Head of Learning Enhancement to use baseline data and other assessments to identify students who are underachieving and arrange meetings with those students so the appropriate intervention can be put into place. Then to track and monitor students to assess the efficacy of the intervention.

**Pastoral**

- To get to know the students well and, where appropriate, act as a mentor in a wider sense in order to bolster pastoral support in terms of well-being and resilience.

**Personality**

- The successful applicant should be an inspirational Learning Enhancement teacher, capable of leading by example. Having a sympathetic, calm and positive approach is needed as you will be working with students with a range of needs.

**Extra-curricular**

- To assist the department with extra-curricular activities, including lunch and after school clubs, as appropriate

## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• Knowledge of SEND Code of practice 2015</li> <li>• SEND experience in secondary schools</li> <li>• Fluent and accurate written and spoken English.</li> <li>• Good ICT Skills</li> </ul>	<ul style="list-style-type: none"> <li>• SEND Qualification</li> <li>• OCR L7 Diploma in teaching and assessing learners with Dyslexia/SpLD</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>• Have high levels of motivation and commitment to high standards</li> <li>• Communicate effectively with staff and the parents of students as appropriate.</li> <li>• Demonstrable warmth and enjoyment of working with pupils and adults.</li> <li>• Ability to work under pressure, prioritise, manage time effectively and meet challenging goals.</li> <li>• Commitment to equality or opportunity for all, with a particular emphasis on curriculum access for pupils with SEND.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>• Adhere to and support school policies including the SEND and related policies.</li> <li>• Committed to operating as part of the School community.</li> <li>• Committed to the Sacred Heart Values.</li> <li>• Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Leadership and Management</b>	
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>