ST HUGH'S
OXFORDSHIRE

JOB DESCRIPTION

Job Title: Part-time Teacher of Learning Success, maternity cover

Reports to: Head of Learning Success

Purpose of Job: To assist the Head of Learning Success to plan and deliver the enrichment of learning at St Hugh's, with specific focus on pupils who have Special Educational Needs and or disabilities.

Hours of Work: Working days - Monday, Tuesday, Thursday and Friday
Clubs / Late Stay – to be available to assist with the supervision of clubs/late stay on a rota basis during the school year. (1640 – 1730)

Main Duties and Responsibilities:

Strategic Development

- To contribute to the strategic development of St Hugh's provision for Learning Success.
- To assist the Head of Learning Success to identify and address potential barriers to learning and facilitate access.
- To play an active role in ensuring pupils receive appropriate challenge that stimulates and inspires their individual development across their timetabled and co-curricular learning opportunities.
- Contribute to the development plan and handbooks for all aspects of Learning Success as requested by the Head of Learning Success.
- To keep abreast of current research and educational recommendations for pupils with SEND
- To attend and host network events within IAPS and local schools as requested by the Head of Learning Success.

Teaching and Learning and Assessment

- To liaise effectively with the Heads of Departments of Upper and Middle School, Pre-Prep and the EAL Co-ordinator to assist in the identification of pupils who have a Special Educational Need or Disability.
- To advise and success teaching staff and teaching assistants who work with the pupils you support in the classroom.
- To assess, plan, implement and review provision for the individuals / groups of children you are requested to work with across the school.
- To monitor the progress of learners under your care and report to parents, staff and Head of Learning Success on a regular basis.
- Keep efficient records as relevant to the role.
- With the support of the Head of Learning Success, develop positive partnerships and effective lines of communication with pupils, their parents, the staff team and external

specialists to ensure the pupils' welfare and progress remain central to all decisions and strategies.
- In conjunction with teaching staff create and review Individual Learning Plans as required.

Resources
- Contribute to the development and maintenance of resources and monitor their effectiveness against pupil benefits.
- Assist the Head of Learning Success in acquiring external resources and teaching aids as required.

General Responsibilities
- To attend and actively participate in staff meetings and liaise and co-operate with colleagues on whole school matters;
- To take an active part in the co-curricular programme including after school clubs;
- To attend staff training days and other functions, which may fall outside normal school hours;
- To cover for absent colleagues when required;
- To ensure that you are familiar with all school policies and the contents of the staff handbook
- To ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times
- To display correct staff identification at all times whilst on site
- To attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
- To adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
- To carry out any other reasonable duties as requested by the Headmaster
- To constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition,** you undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Person Specification

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by /evidence
Education and Qualifications	• Good Honours Degree	• Further professional development related to SEND • National Award for SEN Co-ordination (NASENCO) (or equivalent) • QTS	A / I
Knowledge and skills	**General** • A good understanding of the curriculum from Year 1 to Year 8 • Sound knowledge and understanding of the potential barriers to learning that may be faced by pupils with SEND • Knowledge of the implications of the most recent documentation for SEND • Differentiate appropriately to support and challenge all pupils • Use a range of motivational strategies for each individual • Provide opportunities for children to take responsibility for their own learning • Promote positive behaviour at all times with consistency and consideration for the development stage of the child and school policies • Use a variety of learning methods and techniques and encourage and praise achievement and success • High degree of Computer literacy, especially in Microsoft Office applications to use for planning,	• A good understanding of the EYFS curriculum • Using pupil data in order to plan and implement successful intervention and enrichment programmes	A / I / L / T

	teaching and assessment purposes, inspiring young learners to use all available technology effectively		
Experience	• Teaching across the 3-13 age range • Delivering SEND support on a one-to-one and group basis • Demonstrable evidence of intervention strategies leading to improvement • Summarising EP reports • Creating and reviewing Individual Learning Plans • Working with pupils who have an EHCP	• Delivering specific literacy and numeracy SEND support	A / I / L
Personal competencies and qualities	• Enthusiastic and positive mindset about teaching and learning • Friendly and approachable, with a can-do mind-set • Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations • High degree of personal motivation, initiative, energy, creativity and drive • Self-motivated and versatile, showing an ability to work on own initiative, plan, prioritise, coordinate and lead, taking ownership of a task and seeing it through to completion • High degree of resilience • Ability to work collaboratively in a team • Ability to communicate succinctly and effectively both orally and in writing, using appropriate language • Ability to build good relationships with parents and colleagues, including working well within a team and an ability to take direction		A / I / L

Other requirements	• Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults • Flexible approach to working hours • Desire to make a positive contribution to all aspects of school life • Empathy with the ethos and aims of St Hugh's		A / I / L

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