



CAYMAN PREP AND HIGH SCHOOL

JOB DESCRIPTION

Primary School Learning Support Teacher

Purpose:

- Working as a member of the school's Learning Support team, sharing ideas and information and working collaboratively with colleagues
- Plan and deliver lessons to ensure outstanding student learning through individual, small group and in-class teaching methods in line with The National Curriculum of England (2014 revision)
- Advise in the strategic direction and development of learning support provision with respect to teaching and learning and the efficient, effective deployment of resources

Reporting to: Primary School Support for Learning Team Leader

Liaising with: Primary School Support for Learning Leader, Head of Assessment, Inclusion and Staff Development, Learning Support colleagues, Class Teachers, Subject Heads, School Counsellor and external specialists

Main Duties and Responsibilities:

- Assist the Primary School Learning Support Team Leader in the strategic development of learning support policy and provision
- Along with learning support colleagues, set up systems for identifying, assessing and reviewing special educational needs
- Assist with the identification and testing of students who are underperforming
- Assist the implementation of the school's Higher Learning Potential programme and policy
- Liaise with class teachers over classroom environmental factors which impact the progress of students
- Identify and advise upon the most effective teaching approaches for individual students' learning needs
- Help to find effective ways of bridging barriers to learning through individual, small group and in-class teaching methods
- Liaise with classroom and subject teachers with regard to curriculum content, in order to ensure that children with special educational needs have equal access to this

- Devise, implement and evaluate Learning Passports and other appropriate interventions, maintaining detailed information for subsequent consultation meetings with parents and/or external agencies
- Work collaboratively with other specialists such as Guidance Counsellors, Speech and Language / Occupational Therapists, Educational Psychologists, etc. to coordinate services for students with learning difficulties
- Evaluate the effectiveness of teaching and learning by monitoring the progress of students with regard to achievable objectives and targets
- Assist classroom and subject teachers in encouraging learning support students to gain self-esteem and independence, participating in all aspects of school life

Other Responsibilities:

- In line with the school's Admissions Policy, assist with the evaluation of prospective students
- Develop resources for use within the Learning Support department, advising the Primary School Support for Learning Leader with respect to specialist equipment, material and books which might be desirable
- Maintain confidentiality at all times with regard to student information
- Liaise with IT Support to maximize the use of available technology for students
- Undertake any available professional training that might be considered relevant to the post

All Staff Are Expected To:

- Maintain confidentiality at all times with regard to student information and related school matters
- Support the aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour
- Uphold the school's behaviour code, uniform requirements and other regulations
- Attend and participate in staff CPD sessions, school-based meetings student performances and extra-curricular activities
- Assist with various duties as assigned by the Principal, according to the needs of the school

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Signed:

Post Holder: _____ Date: _____

Primary School Principal: _____ Date: _____

Updated Jan 2018