



# CAYMAN PREP AND HIGH SCHOOL

## JOB DESCRIPTION

### Primary School Additional Learning Support Needs Teacher

#### **Purpose:**

- Working as a member of the school's Additional Learning Support Needs (ALSN) 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 ALSN Team Leader

**Liaising with:** Primary School ALSN Team Leader, Primary Leadership Team (Principal, Deputy Principal, Head of Academic, Head of Pastoral), Class Teachers, Subject Heads, School Counsellor and external specialists

#### **Main Duties and Responsibilities:**

- Have good working knowledge of the Cayman Code of Practice and assist Primary School ALSN Team Leader in implementing expected practices
- Assist the Primary School ALSN Team Leader in the strategic development of learning support policy and provision
- Along with learning support colleagues, deliver 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

- Assist classroom and subject teachers with creating and implementing Learning Support Plans for all Phases
- Devise, implement and evaluate Individual Education Plans 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.
- 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 ALSN department, advising the Primary School ALSN 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
- When required, cover for Class Teachers, ensuring delivery of an appropriately broad, balanced, relevant and differentiated curriculum, based upon revised English National Curriculum 2014 to assigned students, according to varied educational needs

#### **All Staff Are Expected To:**

- Maintain confidentiality at all times with regard to student information and related school matters
- Support the Christian 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

#### **Safeguarding**

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence

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 Nov 2022*