



# BEDSTONE

[www.bedstone.org](http://www.bedstone.org)

## JOB DESCRIPTION

### **PART-TIME LEARNING SUPPORT TEACHER**

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The school is seeking to appoint a well-qualified and gifted teacher to inspire, educate and enthuse young people in. A secure subject knowledge along with the ability to communicate that knowledge to others is essential.

Bedstone College is a thriving and dynamic boarding and day school with all the activities and commitments that that involves. The successful applicant will be expected to take a full and active part in every aspect of College life as their abilities allow.

#### **Job Description**

The role is **part-time**, based on an 'up to' 8-hour working week, which can be organised to suit the successful candidate. Duties will include, but not be limited to:

- Evaluation and assessment of individual students referred to the Learning Support Department.
- Design and implementation of individual intervention programmes.
- Teaching up to ten 40 minute lessons per week on a one-to-one basis.
- Producing termly Individual Learning Plans for learners.
- Liaising with and advising other teaching staff and parents as appropriate.
- Knowledge of use of psychometric tests would be advantageous but not essential.
- The successful candidate will report to the Head of Learning Support

#### **Person specification**

- Applicants should have, or be working towards, Approved Teacher Status (ATS) or Associate Membership of the British Dyslexia Association (AMBDA), or equivalent.
- Ideally, applicants will have experience of working on a one-to-one basis across the Primary and Secondary age range with students with Specific Learning Difficulties (SpLD).
- They should have knowledge and experience of using of a range of structured sequential multi-sensory literacy and numeracy programmes, and should be able to design intervention programmes based on assessment of individual learning needs.
- Gifted teacher
- Proven record of academic success
- Personal dynamism and infectious enthusiasm
- Good inter-personal skills
- Good class discipline and class management
- Well organised
- Committed to educational excellence and the fulfilling of children's potential
- Committed to the ethos of boarding education
- Willingness to be involved in the extra-curricular life of the school.

## General

- To support the ethos of the school;
- To participate fully in the boarding, sporting and cultural life of the school;
- To support the Headmaster and Senior Management Team in the good management of the school and in the evolution and delivery of policies and the curriculum;
- To attend INSET and department meetings as required.

## Specifically

- To plan deliver high quality lessons to students deploying a variety of teaching and learning styles to maximise student engagement and to suit the students' ability and attainment.
- To follow the policies of the school and department.
- To adhere to Schemes of work and participate in annual reviewing and modification, in writing, as requested.
- To maintain excellent subject knowledge,
- To keep up to date with developments in relevant curricula and in teaching methodology, to share good practice and be willing to accept constructive advice.
- To maintain academic records showing the effort, attainment, progress and targets set for pupils, and to provide effective feedback to students, parents and colleagues as required;
- To receive appropriate INSET designed to meet the strategic needs of both the department and the College as well as the professional needs of the individual.
- To maintain pupil discipline by the use of rewards and sanctions (in cooperation with the Deputy Headmaster).
- To ensure that the classrooms provide a stimulating environment and have relevant, exciting and educational displays - celebrating scholars' own work wherever possible.;
- To organize and undertake educational trips and visits and to be responsible for the preparation of Risk Assessments where appropriate.
- To ensure compliance with the College's Health and Safety Policy and in particular to ensure that the highest standards of health and safety are maintained during all practical laboratory and field work
- To work towards the department aim that it shall be amongst the most successful departments within the country.

## Application process

- Application can be made by completion of the Colleges Application Form of Employment but **must** also include a letter of application (no more than one side of A4) together with the names and addresses of two referees
- Closing date for applications is .....Wednesday 6<sup>th</sup> February 2019.....
- References will be taken up prior to interview.
- Interviews will take place in the week beginning .....Monday 11<sup>th</sup> February 2019.....

## **APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTES**

### **Application Form**

- Applications will only be accepted from candidates completing an application form in full. CVs will not be accepted in substitution for completed application forms.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The successful applicant will be required to complete a Disclosure from the Criminal Records Bureau at the appropriate level for the post.
- We will seek references on short listed candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may be where appropriate to answer 'not applicable' if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

### **Invitation to Interview**

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

### **Conditional Offer of Appointment: Pre: Appointment Checks**

Any offer to a successful candidate will be conditional upon, (where appropriate):

- receipt of at least two satisfactory references (if these have not already been received);
- verification of identity and qualifications and rights to work within the United Kingdom.
- a check at DfE List 99/Barred List and the Protection of Children Act List as appropriate;
- confirmation of a satisfactory enhanced DBS Disclosure;
- verification of professional status such as GTC registration, QTS Status (where required), NPQH;
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;

## **Warning**

Where a candidate is:

- found to be on DfE List 99/Barred Lost or the Protection of Children Act List, or the DBS Disclosure shows she/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the DfE Children's Safeguarding Operation Unit.