

# PANGBOURNE

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## LEARNING SUPPORT TEACHER - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Job Title:</b>	Learning Support Teacher
<b>Reports to:</b>	Head of Learning Support - SENCO
<b>Department:</b>	Learning Support
<b>Hours per week:</b>	Full time or part time - Core Hours: 08.15 – 17.45 Monday to Friday
<b>Duration of Contract:</b>	The term of appointment is permanent, subject to regular appraisal of performance.

### Key working relationships:

- Members of the LS Department
- Academic Staff
- Pupils and Parents

### Summary

Working with pupils on a 1-2-1 basis, preparing and delivering personalised lessons based on the pupil's individual needs

### Duties and Responsibilities

- Liaising closely with the SENCO and being a proactive team member within the department
- Informally assess pupils to establish the needs to be addressed in their teaching programme
- Prepare a specialist teaching programme to meet the pupil's needs and record via an Individual Learning Plan
- Ensure the ILP is available for other staff to access by adding to documents on ISAMs

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- Revisit this programme at the end of each term and revise as necessary
- Maintain contact with their pupils' class teachers, tutors and HOMs
- Keep records of lessons taught and submit monthly so that the Bursary can record charges to parents
- Attend parents' meetings
- Liaising with parents on pupil progress on a regular basis.
- Attend departmental meetings.
- End of term reports.
- Attend inset training courses as requested by the SENCo
- Other duties as requested by the SENCo

## **General Teaching**

### **Duties and responsibilities of all teachers:**

- Ensuring a high quality of teaching and learning in their classes.
- Following the appropriate schemes of work.
- Maintaining discipline within the classroom and the Department.
- Regular setting of class work and preps.
- Regular marking and assessment of students' work
- Maintaining records of lessons taught and students' marks.
- Meeting assessment and reporting deadlines.
- Attending parents' meetings.
- Running Academic support clinics.
- Setting appropriate work in the case of absence.
- Maintaining classroom equipment.
- Maintaining good quality classroom displays and contributing to Departmental display areas.
- Supporting and helping other members of the Department.
- Attending INSET or courses for professional development and generally keeping up to date with the subject and current developments/teaching techniques, feeding back to the Department where relevant.
- Setting and marking internal examinations as agreed.
- Involvement in Department tours and trips.
- Act as a Tutor to a small group (about 10) of pupils.
- Willingness to engage in and develop extra-curricular activities
- Complying with health and safety issues within the Department, reporting any faults immediately.

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## **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her Line Manager

The Job Description and Person Specification may be reviewed on an on-going basis in accordance with the changing needs of the Department and College.

This job description and accompanying documentation do not form part of the employment contract.

## **Child Protection and Safeguarding Policy**

It is the post holder's responsibility for promoting and safeguarding the welfare of children.

You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College. The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

## **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

## **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

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## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.