



CHELtenham
COLLEGE

Learning Support Teacher Cheltenham College



If you would like any further information on the role, please feel free to contact the HR Department at recruitment@cheltenhamcollege.org or on 01242 265670.

The closing date for applications is: **16 April 2023**

Interviews will be held towards the end of the week commencing **17 April 2023**

Cheltenham College is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.

Message from the Head of Cheltenham College, Nicola Huggett



I am delighted that you are considering a role here at Cheltenham College. I hope that you find this information helpful and we would welcome your application.

The College lies in the heart of one of the country's most beautiful Regency spa towns, only a few short miles from the rural delights of the Cotswolds. This means that as a place to live and work, you truly have the best of both worlds; a cosmopolitan centre with wonderful restaurants, shops and of course, four major cultural festivals a year, in addition to easy access to walks, country pubs and the great outdoors. Having moved to Cheltenham myself just a few years ago, with my husband and four children, I can assure you that there is something for everyone here.

Cheltenham College is a thriving community, with over 1100 pupils from the Prep and Senior Schools combined, cared for by 600 support and academic staff. We have high class facilities for academic development, boarding, sport, music and drama, as well as a truly awe-inspiring chapel. We are a 24/7 operation, working a six-day week with Saturday school. With our focus on full boarding (80% of our pupils are boarders) we are able to get to know our pupils very well and that makes inspiring them in and outside the classroom all the more enjoyable.

As staff, we enjoy the very wide range of activities that our pupils enjoy, with access to wonderful sports facilities for you and your family, a beautiful Common room, full IT provision, a thriving staff consultation committee and many staff social events. You will also have a tailored professional development programme and extensive support from our dedicated HR team.

Whilst we may seem a large organisation, we operate very much as a close community with a family feel. I know that as a new member of staff you will find that our focus lies very much in developing you as an individual. Just as we expect you to go the extra mile for your pupils, we will engage with your own professional and personal development from the start. We will ensure that you enjoy and feel valued in your new role as quickly as possible.

We recognise the time and thought that goes into an application and we will certainly give this our serious consideration. If you have any further questions, the HR department via recruitment@cheltenhamcollege.org will be happy to help.

With best wishes

Nicola Huggett

LEARNING SUPPORT TEACHER

The Appointment

Cheltenham College seeks to appoint a teacher experienced in teaching and assessing pupils with specific learning difficulties, to support the development of individuals' literacy and study skills. Empathy with pupils, IT literacy and flexibility are essential, as is a Level 7 assessment qualification. Experience of supporting Mathematics or a Modern Foreign Language could be an advantage.

The College

The College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School [13-18], founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 750 pupils, including a Sixth Form of approximately 300 pupils. The Prep School [3-13] is largely a day school of some 430 pupils. Both schools are fully co-educational. The schools are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold town. They have fine academic records and a considerable reputation for sport, drama and music.

The Learning Support Department

The department comprises the SENCO (Head of Department), two Learning Support teachers, a part time teacher and a Learning Mentor. All pupils take literacy skills tests when they arrive at the College. The Learning Support department provides additional tuition to help individuals, including pupils with specific learning difficulties, develop particular skills. There is a strong focus on approaches that improve confidence and increase independence. The Learning Centre is located at the heart of the campus.

Job Description:

Teaching and learning

- Promote pupils' academic progress and well-being
- Establish and maintain good working relationships with pupils and colleagues
- Teach pupils and keep a record of weekly lessons
- Prepare a termly Individual Learning Programme of support, based on assessment data, reports and information from teachers, parents and pupils
- Provide drop-in support to pupils as needed
- Help pupils with homework
- Support pupils in developing their use of ICT to aid learning
- Provide classroom assistance as needed

Assessment

- Assess literacy skills of individuals attending extra lessons using standardised tests, to monitor progress and inform teaching and learning activities
- Help with conducting and administration of screening tests and further assessments

Record keeping

- Write reports and attend parents' meetings
- Contribute to preparing documentation to support applications for exam access arrangements
- Contribute to creating learner profiles on the school's information management system
- Contact parents of pupils taught as needed

Liaison

- Discuss class support strategies with teachers of individuals who have extra lessons
- Liaise with pupils, parents, tutors, Housemasters / Housemistresses, teachers and coaches about support
- Maintain links with other professionals to keep updating knowledge and sharing good practice

Departmental

- Attend department meetings and INSET
- Participate in appropriate continuing professional development activities
- Contribute to the Department Development Plan
- Safeguard health and safety
- Support the smooth running of the department

Person specification

- Strong teaching and communication skills
- Enjoys working with young people
- Ability to relate to and motivate young people
- Experience in teaching pupils with SpLD
- Qualified Teacher Status an advantage
- Holds a Level 7 assessment qualification
- Knowledge of and familiarity with ICT to support learning
- Flexible approach to helping with a range of departmental tasks and in a range of teaching and learning settings
- Sound administrative and organisational abilities
- Proactive and creative

Expectations

Members of Common Room are expected to teach their subject[s], to act as tutors, to be attached to day or boarding Houses, to make a substantial contribution to the co-curricular programme and to support the boarding ethos of the College.

Although hours of work are not specified precisely, the working day begins with a registration period at 8.30 am and will often include evening commitments during term times. Members of Common Room are expected normally to be on site throughout the working day and to be available even when they have no formal commitments. Saturdays begin at 8.30 am and all full-time members of Common Room are expected to be in College whether or not they are teaching. There are College and/or House-based activities at weekends in which they are also expected to play a part. Outside of the formal term times they are expected to be in College for College or departmental INSET and to be available to fulfil any reasonable duties.

Chapel is central to College life reflecting its Christian foundation. On weekdays members of Common Room are expected to attend the brief morning service.

Terms and Conditions:

- College has its own salary scale.
- College offers a defined contribution Workplace Pension Plan plus a Flexible Benefits Pot. The scheme offered is through APTIS: Aviva Pensions Trust for Independent Schools and includes a generous College contribution.
- Permanent teachers are entitled to a substantial reduction in fees for their children.
- Members of staff may use the College sports' facilities (at staff allocated times)
- Subsidised health scheme membership (Benenden)

February 2023