



PINEWOOD

Est. 1875

JOB DESCRIPTION

LEARNING SKILLS TEACHER

Line Managers: Head of SEND and Headmaster

Salary Scale: Dependent on experience.

Learning Skills Teachers are paid at 80% of the relevant point on the Pinewood Prep Teacher Salary Scale.

Notice Period: One term

General description of job: To provide learning support to pupils from Nursery to Year 8 in both one to one lessons and in group situations. To provide in-classroom observations and support for pupils requiring learning support and to assist classroom teachers in supporting pupils with SEN and EAL.

Main Tasks:

- To provide both individual and group teaching for pupils requiring learning support in both literacy and numeracy skills.
- To plan and deliver well-planned, individualised, multi-sensory lessons to effectively support learning.
- To provide 1:1/group EAL support as needed.
- To provide in-class support of pupils, as appropriate.
- To ensure an on-going liaison with teaching staff enabling appropriate support for pupils.
- To liaise with parents regularly via email, telephone contact and meetings to discuss progress, provision, assessments and reports.
- To complete, and review as appropriate, pupil summaries (IEPs) and personalised learning forms (PLFs).
- To keep an ongoing Pupil Portfolio for each pupil taught, sampling class work, to aid the monitoring of progress and to ensure 1:1 work is relevant.
- To ensure that all 1:1 and Booster group pupil information is up to date on iSAMS/Teachers shared drive.
- To deliver annual standardised assessments for all 1:1 pupils as appropriate.

- To assist with the completion of EAL assessments as appropriate.
- To set targets and complete target reviews for all 1:1 pupils, including meeting with staff & parents.
- To complete termly written reports for all 1:1 and group pupils.
- To invigilate for internal exams, those children who require a reader, scribe or a separate room.
- To attend whole School and departmental staff meetings as appropriate.
- To attend School Inset Days and training sessions at the start of each main term.
- To maintain and update professional knowledge and skills through reading, and attendance on courses and conferences.
- To build a strong relationship with parents and carers to provide a holistic understanding of the child's dispositions and progression.
- To behave professionally and confidentially with regards to matters of Pinewood and to uphold the traditions and ethos that Pinewood holds dear.

Safeguarding of children

- All staff are responsible for the safeguarding of children in line with the School's Safeguarding (Child Protection) Policy.

Essential competencies:

- Qualified Teacher Status
- Experience of individual and group teaching
- A passion for teaching and learning about SEND
- Excellent communication skills
- Ability to work in a very busy educational environment
- Can do attitude and team player

Desirable competencies:

- Professional SEND qualification
- A working knowledge and understanding of SEND
- Understanding of the independent education sector
- Ability and desire to teach Numeracy on a 1:1/group basis to pupils up to Year 8
- Experience of teaching pupils in Years 6,7 & 8
- Experience of teaching children with EAL

Employees Benefits include:

- Free lunch and snacks provided during term-time (as available to the children).
- Complementary coffee and tea during the working day.
- Free car parking on site.
- Cycle 2 Work scheme.
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues.