



LEARNING SUPPORT TEACHER

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

We seek a Learning Support Teacher who holds a level 5 qualification in specific learning difficulties to join our team in January 2023.

Remuneration and Benefits

Port Regis has its own competitive salary scale and pension options, details of which will be discussed at interview or can be requested from our HR Manager. Salaries may be enhanced by a generous allowance for staff who play a full part in the life of this busy boarding school. Accommodation may also be made available on site for candidates who would like to contribute to boarding duties (please contact the HR Manager for further details). The successful candidate can also expect:

- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall when working during term time.
- Generous school fee discounts.
- To join a delightful team and exceptional working environment.

Start Date

January 2023.

Hours of Work

This post is part-time, teaching around 17 hours a week spread across either 4 or 5 days, Monday to Friday.

Role Profile

The successful candidate will be able to demonstrate a positive, nurturing and inspiring nature and the ability to motivate pupils and enable them to reach their full potential.

Job Description

Reports to: SENDCo

Job Description

These details are subject to change as the Headmaster or any person acting on behalf of the Headmaster may reasonably direct.

- Provide learning support to children on a 1:1 basis, in groups and classes, across the whole School (from ages 2-13), including all related administration and lesson preparation.
- Nurture each child and promote their development. Inspire and motivate them.
- Ensure a safe, purposeful and positive classroom environment.
- Plan and liaise frequently with professional colleagues in order to ensure equality of opportunity.
- If qualified to do so (Level 7), undertake diagnostic assessments as required, share data with the SENDCo and colleagues as required, and use to plan appropriate support.
- Keep records and provide feedback to teachers, contribute to learning support profiles and Educational Health Care Plan reviews.
- Make optimum use of relevant assessment data in order to track progress and set pupil specific targets.
- Attend and contribute to staff meetings, team meetings and planning sessions collaboratively.
- Liaise with the SENDCo to ensure relevant and appropriate support is made available to the children.
- Write termly reports for parents with guidance from the SENDCo.
- Promote and reward positive behaviour at all times.
- Maintain an overview of the social development of the children in conjunction with the subject specialists and other school staff. This may involve attending review meetings with parents and other professionals, including outside agencies.
- Develop and maintain positive relationships with parents through frequent communication and feedback.
- Prepare and update learning support profiles.
- Reading and spelling scoring.
- Promptly enter all necessary data onto the School's systems, with guidance from the SENDCo.
- Develop and maintain effectiveness as a member of the school staff by taking responsibility for our own continuing professional development. Demonstrating a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and

vocational or academic qualifications.

- Be positive, fully committed, and support the vision and aims and direction of the School wholeheartedly.
- To discharge all other tasks pertaining to the education and welfare of the children as reasonably directed by the Headmaster.
- Be flexible to support the changing needs and requirements of the children and the School.
- Be available to communicate with parents, governors, feeder/senior schools and other groups or individuals as required.
- Safeguarding our children and compliance with our Child Protection Policy.
- Compliance with data protection and other relevant legislation.
- Take prompt action when dealing with accidents and incidents, reporting accidents and incidents in accordance with our Health and Safety policy and procedures.
- Adhere to the school's policies as contained in the Staff Handbook.
- Undertake any other duties as may reasonably be required by the SENDCo or Headmaster.
- Contributing to the PR Plus Enrichment programme on Saturday mornings in alignment with all other teaching staff (a maximum of 13 Saturdays per year).
- Be available to communicate with parents, governors, feeder/senior schools and other groups or individuals on departmental matters.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Work with the Director of Communications and Development to promote the School.
- Safeguarding and compliance with our Child Protection Policy.
- Adhere to the school's policies as contained in the Staff Handbook.
- Undertake any other duties as may reasonably be required by the Headmaster.
- Contribute to the wider life of the school. This will include tutoring, after school hobbies, prep, cover duties, break/lunch supervision, games or occasional weekend duties, INSETs, events and parents' meetings.

Person specification

Essential

- A commitment to promoting and safeguarding the welfare of children

- A level 5 qualification in specific learning difficulties
- A positive, nurturing and inspiring nature
- Ability to motivate pupils and enable them to reach their full potential
- Ability to deliver a high quality learning support lessons for children of all abilities
- Excellent communicator (verbal and written) and ability to develop strong links with children, parents and colleagues
- Ability to develop and motivate pupils and colleagues
- Excellent behaviour management, ICT and organisational skills
- Patience and a sense of humour
- Flexible and calm under pressure

Desired

- A teaching qualification (QTS, PGCE, BEd or equivalent)
- Experience of teaching children from ages 2-13

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our HR Manager, Mrs Geraldine White at gaw@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and **by no later than 08.30 on Monday 31 October 2022. Early applications are encouraged.** Please read the Explanatory Notes and Child Protection & Safeguarding Policy in conjunction with your application.

Equality, Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Titus Mills
Headmaster

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.