



CRANMORE

INDEPENDENT DAY SCHOOL

Appointment of

Learning Support Teacher

Part-time

From September 2022

Information for Applicants



Cranmore part of the Effingham Schools Trust
Epsom Road, West Horsley, Surrey, KT24 6AT
01483 280340

- Registered Company No. 4509623 • Registered Charity No. 1095103

About Cranmore

Dear Applicant

Thank you for your interest in Cranmore. Appointing the right staff is one of the most important elements of my role as Headmaster. I and my team are committed to getting to know you well during our recruitment process and giving you the opportunity to see life at Cranmore.



I am incredibly proud of my colleagues and their professionalism and expertise which are key to us delivering all round excellence across a broad curriculum enriched with co-curricular activities. In our February 2022 inspection report inspectors highlighted that the school promotes a very positive, caring and welcoming ethos and judged the quality of pupils' academic and other achievements, as well as the quality of their personal development to be 'excellent'.

Since September 2019 we have been part of the Effingham Schools Trust, resulting in the widening of the provision to offer education for pupils age 2 to 16 at Cranmore before pupils join the co-educational sixth form on our sister school St Teresa's site. Cranmore has a wonderful 25-acre site and is blessed with fantastic facilities. There are exciting plans for new capital development including a new science and technology building for 2022-2023.

It is a privilege to lead an excellent school with an exceptional sense of community. I hope that you will be as excited about the opportunity to join us as we are about building upon our success.

A handwritten signature in blue ink, which appears to read 'Barry Everitt'. The signature is fluid and cursive.

Barry Everitt
Headmaster



Learning Support Teacher – Responsibilities & the Person

We are seeking to recruit an enthusiastic, determined, and forward-thinking specialist teacher to teach individual and small groups in Key Stages 2 and 3, three days per week.

The job will involve working alongside the teachers and departmental staff to provide effective intervention support for pupils. The Department is very well resourced and we combine to be a supportive team. We are looking for a candidate to be a full and active member of the teaching staff at Cranmore.

RESPONSIBILITIES

Individual Group Support

- Offer support to pupils who have been identified as having SpLDs or occasionally other types of SEN.
- Draw up an IEP for the pupils you teach twice a year in October and February.
- Plan appropriate specific targets for each pupil. If the pupil is having support for Maths the targets should be written with their class teacher to coincide with class topics.
- Engage students through a variety of teaching methods. Plan, deliver and assess inventive lessons for pupils.
- Be able to use data intelligently and diagnostically. Complete regular Reading, Spelling or Maths assessments on your pupils in order to monitor their progress. Record your assessment results in the pupil's Progress file.
- Develop study skills with older pupils.
- Keep a written record of lessons on the appropriate form.
- Keep the Head of the Progress Department (SENCO) fully informed of any changes in lesson requirements.
- At the start of each term send parents a copy of their child's timetable with the times and dates of lessons for that term.
- Ensure that the timetable in the Upper Prep Department is on a rotational basis within the guidelines agreed by Senior Management. Some older pupils have fixed lessons by prior arrangement with parents and should be discussed with the Head of Progress. In the Lower Prep Department lessons are at a fixed time and are negotiated with the class teacher.
- Attend Progress Department meetings which are held 2/3 times a term.
- Keep abreast of new developments in special needs education and share these with other members of the team.

Liaison with Staff

- Liaise with the pupil's teachers in order to provide appropriate and relevant literacy intervention.
- Keep the Head of the Progress Department (SENCO) and other relevant staff fully informed of any matters that arise with the children that you teach.

Liaison with Parents

- Establish good rapport with parents.
- Keep parents informed about pupil's progress. Meet with parents in the autumn and spring term at parents' evening and give parents a written report in the summer term. These reports are written using the school's computer network system.

THE PERSON

- Qualified Teacher Status
- Level 5 or Level 7 qualification in SpLD.
- Capable of planning for students from a variety of backgrounds and abilities, and inspiring them to reach their full potential
- Specialisation in senior Maths preferred.
- A willingness to be fully involved as a member of the Progress Department team of teachers, Cranmore School and share in its ethos.

Remuneration and Benefits

Our staff enjoy working as part of a strong school community. Parents are confident of the academic standards, telling the Independent Schools Inspectorate that their children have been ‘well challenged and tutored’ by ‘talented teachers’.

We reward our talented staff with a range of benefits.

Salary

Salaries are competitive and in line with independent school teaching scales.

Continuous Professional Development

All staff have access to professional development training as part of the school’s performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

Fee Remission

Discount available on school fees. Full terms and conditions provided by the Finance department.

Pension Scheme

Generous contributory pension scheme.

Refreshments and lunch

Refreshments and lunch provided during term time.

Parking

Parking for staff members is provided onsite.

Counselling Service

A free, confidential 24-hour telephone service available 365 days per year.

Use of School sports facilities

Staff may use the school’s sports facilities including a fitness suite, 25-metre indoor pool, squash courts and a staff fitness class.



