

CRANMORE

INDEPENDENT DAY SCHOOL

Epsom Road
West Horsley
Surrey
KT24 6AT

Job Description for Part-Time Peripatetic Special Needs Teacher

OUR REQUIREMENTS

- A qualified teacher with Level 5 or Level 7 qualification in SpLD.
- A willingness to be fully involved as a member of the Progress Department team of teachers, Cranmore School and share in its ethos.

1. Individual or Group Support.

- Offer support to pupils who have been identified as having SpLDs or occasionally other types of SEN. This can be either individually or in small groups.
- Plan appropriate specific targets for each pupil usually starting with reading and spelling as a priority. When basic literacy skills are established the emphasis is on comprehension skills, planning, writing and proof reading. Study skills are developed with older pupils. If the pupil is having support for Maths the targets should be written with their class teacher to coincide with class topics. Draw up an IEP for the pupils you teach twice a year in October and February. *'The IEP Writer'* is used in the Department.
- 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.
- Keep a written record of lessons on the appropriate form.
- Keep the Head of the Progress Department fully informed of any changes in lesson requirements.
- Send parents a written copy of the cost and number of lessons that you will be giving that pupil the following term. 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 and Senior 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.
- Give a copy of your timetable to the Head of the Progress Department.
- 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.

2. 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 and other relevant staff fully informed of any matters that arise with the children that you teach.

3. Liaison with Parents.

- 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.

SALARY & BENEFITS

- Own teaching room and computer.
- Excellent range of resources provided by the Progress Department.
- Being part of a very supportive Progress Department team.
- Excellent lunch provided free of charge.
- You will invoice parents direct by the start of each term for that term's lessons and expect to be paid by 2 weeks into term. Your charges will be in line with Cranmore's charges. This is currently set at £26 for an individual 35 minute lesson.
- A room fee of £7 per pupil taught is payable to Cranmore each term.

APPLICATION PROCEDURE

Please complete the enclosed Application Form together with a supporting statement indicating what you feel you can offer the Progress Department. Miss Hannah Marsden, Head of the Progress Department (SENCO), is very happy to speak to you on the phone should you wish to discuss the role further.

Cranmore School is committed to safeguarding and promoting the welfare of children. This post requires a background check via the DBS.

April 2021