

Job Title Learning Support Teacher

Reports to Head of Learning Support

Job Purpose

The role of the Learning Support Teacher at Eton is to provide 1:1 and small group tuition for pupils with specific learning difficulties. This role be working within a dynamic and forward thinking department alongside 4 other highly trained and enthusiastic staff members and will report to the Head of Learning Support.

Key Tasks and Responsibilities

- To teach 1:1 and occasional small group lessons as required both face-to-face and virtually - approx. 30 40-minute lessons per week;
- Manage Learning Support lessons around the pupils timetabled lessons (i.e. during free lessons, before or after school, during breaks);
- Support pupils to develop skills and strategies that they will use outside of the Learning Support classroom;
- Teaching a variety of GCSE/A Level subjects;
- Administering and writing up internal assessments;
- Working closely with Line Manager regarding caseload;
- Completing paperwork for individual pupils on caseload;
- To be aware of legislation changes and inspection requirement/policies;
- To assist with general administration within the department;
- To assist with the invigilation of pupils with access arrangements during internal and public exams;
- Any other reasonable tasks that arise from the Learning Support Department's work;
- Commitment and promotion of equality, diversity and inclusion;
- All positions at Eton are classed as 'regulated activity' as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential;
- Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality.

Skills and Competencies Required

To be successful in this role, the incumbent should have:

- Qualified specialist assessor
- Proven record of working as a practitioner/teacher of students with SEND;
- Experience in supporting children with neurodiversity and how to support students to develop executive skills;
- Previous teaching experience is essential with the confidence to teach a variety of GCSE / A level subjects – specialisms in subjects are not essential;

Last Updated: June 2022

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- Previous experience in SEND 1:1 teaching at a high academic level is desirable;
- A degree level qualification;
- A postgraduate academic background in Special Education would be desirable;
- Positive, enthusiastic, flexible with a pro-active 'can do' attitude;
- Flexible; approachable, open and honest with the ability to adapt to changing situations;
- Excellent written and verbal communication skills;
- Excellent organisational and IT skills;
- Enthusiasm and the ability to motivate and inspire students;
- Commitment to the ethos of Eton College.

Salary

The salary range is competitive, depending on the qualifications and experience of the successful candidate

Hours of Work

Monday to Friday, 35 hours per week, with an hour unpaid for lunch each day. Actual daily working hours will be by arrangement as these will be dependent on the needs of the department and the individual. This is a term time only position working 32 weeks per year.

Holidays

Paid holidays are 5.6 weeks. You are required to take your paid holidays (including any additional days in lieu) during the school holidays excluding the week before the start and end of each term. When a Bank Holiday falls during a School term you will be required to work on that day and you will be entitled to an additional day off in lieu. Paid holidays (including any additional days in lieu) must be taken during the School holidays. The remainder of the School holidays constitutes unpaid holiday.

Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as 'regulated activity', whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. All offers of employment are subject to a number of recruitment checks, including but not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.

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