



Holme Grange Preparatory School

Job Description – SEN Learning Support Tutor

Holme Grange School

As a SEN Specialist tutor at Holme Grange School you should:

- Be true to the Holme Grange Mission Statement and work to achieve the ideals set out
- Foster a good quality of relationships with children and their families, particularly those in their class, being aware of the pastoral role that is necessary in a good school
- Be wholeheartedly committed to the Christian aims and ethos of the school and be able to implement those aims in your work
- Contribute to the ethos of Holme Grange
- Treat all children as in your care and not just in your class
- Encourage the home/school partnership and contribute to the life of the school

Teaching and Learning

- In addition to a degree-level qualification, SEN Tutors will be qualified to Level 5 and/or Level 7 Dip SpLD. They will have knowledge and experience in supporting pupils with Specific Learning Difficulties, individually, especially those with Dyslexia.
- The SEN Specialist Teacher should be qualified to assess pupils in order to ascertain the level of provision required and the nature of support needed.
- QTS is preferable, with the ability to teach Numeracy and Literacy across all ages of the school.
- Assess/screen pupils either with or suspected of having Specific Learning Difficulties.
- Liaise with visiting external agencies, parents, and other teachers.
- Be willing to engage in, and share knowledge of Continued Professional Development, to keep abreast of current research and practice.
- To track the progress of pupils in literacy, numeracy and social/emotional development as appropriate.
- To prepare, and deliver progress reports at Parents' evenings and complete feedback reports.

The SEN Specialist Tutor will have knowledge and understanding of:

- The characteristics of effective teaching and learning styles, including the main strategies for improving and sustaining high standards of pupil achievement and promoting their spiritual, moral, social and cultural development and their positive behaviour, and how those strategies can be used to support pupils with SEN;
- How information and communication technology can be used to help pupils gain access to the curriculum, as an aid to teaching and learning and as a means of communication between those teaching pupils with SEN;
- Relevant research, national inspection evidence and legislation, including the SEND Code of Practice and equal opportunities legislation and how these apply to pupils with statements as well as those without;
- The requirements to communicate information effectively to parents and other schools on transfer and also to external agencies;

- The purpose of individual education plans, including leading their formulation and planning their implementation and review;
- In line with the understanding that all teachers are teachers of SEN, the SEN Specialist Teacher will support staff in understanding the learning needs of pupils with SEN and the importance of raising their achievement;
- Analyse and interpret relevant school data, research, and inspection evidence to inform the SEN policy, practices, expectations, targets and teaching methods;
- Work with pupils, subject leaders, and class teachers with tutorial/pastoral responsibilities to ensure that realistic expectations of behaviour and achievements are set for pupils with SEN;
- Identify and disseminate the most effective teaching approaches for pupils with SEN;
- Monitor the effectiveness of appropriate teaching and learning activities and target setting to meet the needs of pupils with SEN;
- Support the development of improvements in literacy, numeracy and information and communication technology skills, as well as access to the wider curriculum; Identify and develop study skills to support pupils in their ability to work independently and learn more effectively;
- Collect and interpret specialist assessment data gathered on pupils and use it to inform practice;
- Ensure inclusion at all times in the school day, including break, lunchtime, and after school.
- Willingness to look after the child's physical and personal needs, ensuring the child's privacy and equality.
- Have knowledge and a skillset to enable them to deliver appropriate SEN insets to support and enhance fellow staff members' understanding of SEN.
- Be able to carry out observations on assigned pupils and provide feedback/advice to class teachers regarding support such as differentiation and interventions, and referrals.
- Be responsible for an assigned area of the ALC Department to ensure the smooth running of a busy department.

General

1. To set an example in terms of continuous personal development, participating in appropriate training to maintain up-to-date professional expertise.
2. To undertake other duties appropriate to the general purpose of the post that may from time to time be reasonably assigned by the Headteacher including participating on such committees and working parties as the Headteacher may require.
3. To attend departmental and whole school meetings, and inset days in addition to compulsory school events (e.g. open mornings).
4. Ensure that each child is working to the best of his/her ability, is well disciplined, well mannered, considerate and happy!

This job description is not exhaustive and the SEN Specialist Teacher may be required to undertake other tasks to reflect the nature of the position.