

ELIZABETH COLLEGE

GUERNSEY ♦ FOUNDED 1563

PARTICULARS OF VACANCY

Learning Support Teacher (Part-time)

September 2017



www.elizabethcollege.gg
01481 726544

Leading
Independent
Schools





LEARNING SUPPORT TEACHER (PART-TIME)

The Learning Support Department is housed in a dedicated building and staffed by a full-time Head of Learning Support assisted currently by visiting teachers from the Dyslexia Day Centre and Autism Guernsey. The aim is to equip the boys with the necessary skills so that they realise their full potential and the department works closely with all teachers to ensure that the specific needs of pupils in the College's care are met. As well as individual literacy lessons, support provided for boys covers areas such as spelling booster classes, handwriting, proofreading, touch typing, numeracy, examination technique and revision strategies.

We are seeking a permanent part-time (0.8 minimum) Learning Support teacher to make a significant contribution to our Learning Support Department. The person appointed will be an enthusiastic, flexible, reliable and suitably experienced teacher, able to support pupils who display specific educational needs with their learning, as they move through the school. Two days of the role will be based at the Junior School, and therefore experience throughout the Key Stages is desirable.

Applications will be welcomed from either newly qualified or experienced teachers. The appointee will need to have a Bachelor's degree and/or diploma in SpLD from an accredited institution.

Please note that the College prides itself in offering an extensive extra-curricular programme in which all members of staff are expected to participate enthusiastically.

More specifically, the post will involve the following:

A Teaching and Recording

- To foster and maintain good working relationships with colleagues, pupils and parents; be courteous and professional at all times.
- To provide specific, targeted teaching of Numeracy, Literacy or general help to individuals or small groups as required.
- To plan and prepare all lessons, listing materials, methods and equipment used on the appropriate department forms. Record feedback of support provided.
- To develop and review appropriate learning programmes for each individual student using formative assessment to analyse student strengths and weaknesses.
- To write and review twice yearly, detailed Individual Education Plans (IEPs) for each student taught.
- To collaborate with colleagues across curriculum subjects, agreeing strategies to enable individual pupils to achieve their potential.
- To assist the Head of Learning Support in the screening of pupils in order to record up-to-date literacy and numeracy skills.
- To keep a record of all lessons taught and expenses incurred for billing purposes on the appropriate department form.
- To act as an invigilator in examinations as and when needed.
- To assist the Head of Learning Support with routine record keeping and administrative tasks as necessary.

B Curriculum Provision and Development

- To assist the Head of Department in the identification and development of appropriate courses, resources and teaching strategies.
- To contribute to the development and implementation of the department's strategic plan.
- To liaise with external professionals in the field of SEND as necessary.
- To attend all school INSET, staff and parent meetings.
- To attend and contribute to subject meetings.
- To be willing to contribute enthusiastically to the extra-curricular life of the College.

C Monitoring and Evaluation

- To assist the Head of Learning Support in the use of data, both externally and internally produced, to assess student performance and to develop appropriate courses of action.
- To review methods of teaching on a regular basis.
- To produce termly reports for all students taught.
- To participate in annual appraisal and to undertake further professional development as appropriate.
- To liaise with parents in a professional and sensitive way, ensuring support is seen as a home/school partnership, maintaining records of any such contact.
- To assist the Head of Department in preparing records of evidence of each pupil's usual working practice for external examination boards.

D General

- To support the aims and ethos of the College.
- To be committed to and enthusiastic about teaching as a profession and encouraging children to become learners.
- To recognise the need for absolute confidentiality regarding pupils' and parents' personal details.
- To be committed to promoting pupils' achievements and raising their expectations of themselves and others.
- To value and promote the moral and spiritual well-being of the pupils, specifically through active participation in the pastoral life of the school.
- To self-evaluate the quality of his or her teaching and set and achieve targets for professional development.
- To demonstrate a commitment to undertaking continuing professional development in order to keep up-to-date with and respond to changes in current thinking and initiatives particularly in SEND provision.
- To value and promote equality of opportunity and fairness and adopt non-discriminatory practices, in respect of age, disability, gender, race or religion.

Job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the school.



ELIZABETH COLLEGE

Elizabeth College, founded in 1563 by Queen Elizabeth I, is a selective day school. One of the earliest members of the Headmasters' and Headmistresses' Conference, it provides a challenging and stimulating academic and extracurricular programme for children between the ages of two and a half and eighteen. The College's infant department, Acorn House, is coeducational and provides a pre-school and pre-prep education for children aged two and a half through to seven (Key Stage 1). The Preparatory School, Beechwood, is also coeducational and prepares boys for entry to the Upper School at the age of eleven with girls usually moving on to The Ladies' College. There has been much growth and development at Acorn House and Beechwood in recent years and College feels that its younger children are particularly well served by this Junior School, which is located on sites approximately half a mile away from College. Between the ages of 11 and 16, the College Upper School is boys only. We offer a wide variety of subjects and most boys take nine, ten or eleven GCSEs. Beyond the classroom, there are very extensive opportunities for boys to become involved in Sport, Music, Drama, CCF, Duke of Edinburgh Award Scheme and a host of other activities. College delivers a Sixth Form curriculum in partnership with our neighbouring girls' school, The Ladies' College, allowing us to offer a wide variety of AS and A2 courses in a coeducational environment.

Elizabeth College is proud of its academic record but we feel strongly that a successful school experience is about much more than examination certificates. We celebrate all of the talents of our individual students and look to support and guide them as children and young people through to adulthood.

GUERNSEY

The beautiful island of Guernsey is situated about 70 miles south of Weymouth and only 20 miles west of the French coast. It is the second largest of the Channel Islands and the east coast enjoys views of Alderney, Herm, Sark and Jersey, which are between 3 and 15 miles away. Roughly triangular in shape, the island has an area of 24 square miles and a population of just over 60,000. The clear Atlantic air and average 7.5 hours of sunshine per day from May to September provide a very pleasant and refreshing climate. Winters are mild, whilst summer daytime temperatures are usually above 20°C.

Guernsey is part of the British Isles by virtue of its links with the Crown going back to William the Conqueror. We govern our own affairs through our own parliament called the 'States of Deliberation', setting our own taxes, customs duties etc, and we have no direct contact with either the UK Parliament or any UK political parties. We speak English, drive on the left, watch British TV and read British newspapers. Apart from the French house and place names, Guernsey could be a small corner of Britain.

The capital, St Peter Port, is a delightful harbour town with neat rows of Regency and Victorian buildings descending via cobbled streets to the busy and attractive seafront and marinas. The town prides itself on a number of excellent restaurants and contains the wide variety of shops and services you would expect to find in any British market town. Whilst the town has succeeded in fighting off many of the exterior signs of modernity, many of the historic buildings are occupied by the offshore banks, investment houses and legal companies, which ensure the island has the very latest telecommunications technology.

Beyond St Peter Port and the other sizeable town of St Sampson's to the north, Guernsey has a much more rural feel and is not dissimilar to many parts of south-west England. Amongst the island's greatest assets are its wonderful beaches; secluded, rocky coves along the stunning south coast and wide, sandy bays to the west. Guernsey people are very much into their water-sports and other healthy activities, for which there is much opportunity. Whilst traditionally hard-working, the majority of people on Guernsey strike an excellent work-life balance with all that is available to them at such close quarters. It is also an ideal place to raise children, especially given the community feel of the island and absence of serious crime.

Numerous daily flights link the island directly to Gatwick (45 minutes), Southampton, Exeter, Manchester and Birmingham. There are also direct flights to Brittany (Dinard) and Grenoble, as well as the other Channel Islands and many UK destinations. Car and passenger ferries operate regularly to St Malo and various ports along the south UK coast.

Employment on Guernsey

Salary, Taxation and Pensions: Pay scales on Guernsey are higher than the UK Inner London Salary Scales. From the point of view of taxation, personal allowances are roughly equivalent to the UK (currently £20,000 pa for a married couple; £10,000 pa for a single person) and there is a flat rate of income tax of 20% above this, with no 40% band as in the UK. Social Insurance contributions by employees are set at 6.6% (the UK National Insurance contribution for employees is currently 12%). The post is pensionable (optional for a part-time post) and teachers can easily transfer their pension rights into (and out of) the Guernsey scheme administered by the States of Guernsey.

Residency: Please note that this part-time post does not qualify for a local market housing licence.

Please visit our website at www.elizabethcollege.gg for further information about Elizabeth College. If you have any questions about the post or living in Guernsey please do not hesitate to contact us.

Applications for this position must be submitted on the Elizabeth College application form
available on our website (www.elizabethcollege.gg) or on request from:

Mrs Sandra Beaton, Principal's PA, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY
E: sbeaton@elizabethcollege.gg

Please do not submit supplementary information by CV or letter.

Elizabeth College has a statutory duty to establish the *bona fides* of all newly appointed staff. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure application.

The closing date for applications for this post is **noon on Monday, 27 March 2017**