



Job Description for Numeracy/Mathematics Learning Support Teacher (Part-time)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	<p>We are seeking a Learning Support Teacher for approximately 20 x 35-minute periods a week to teach Numeracy support on an individual basis, across the 11-16 age range.</p> <p>The Learning Support Teacher will assist with the day-to-day operation of the provision made by the School for pupils requiring Learning Support related to numeracy.</p> <p>The Learning Support Teacher is responsible for:</p> <ul style="list-style-type: none"> • Ensuring that each Learning Support pupil is receiving appropriate Learning Support. • Monitoring the progress of all Learning Support pupils. • Keeping parents informed of progress.
Commencing from:	September 2024
Reporting to:	Head of Learning Strategies
Main duties and responsibilities:	<ul style="list-style-type: none"> • Offering Numeracy Learning Support to individual Senior School pupils. • Maintaining records of all Learning Support pupils. • Liaising with form tutors and subject teachers to monitor Learning Support needs and targets. • Monitoring academic progress of Learning Support pupils. • Liaising with other Learning Support teachers where relevant. • Adhering to the school's Special Needs Policy. • Keeping up to date with recommended good practice. • Passing on relevant information to other teachers.

	<ul style="list-style-type: none"> • Ensuring parents are informed of progress alongside the school's normal reporting system. • Contribute to the writing of the Development and Action Plans. • Advise on the ordering of new resources. • Attend and participate in open events as required. • Willingness to undergo training to extend expertise and skills. • Attend departmental and staff meetings. <p><i>This is not necessarily an all-inclusive list, as tasks may need to change over time.</i></p>
<p>Salary and Benefits</p>	<ul style="list-style-type: none"> • Competitive and paid per hour. • School fees remission for children of the job holder attending the School. If not already at the School, any child would have to meet all of the normal entrance requirements. • Membership of the School's Defined Contribution Pension Scheme (details available from the Bursar's Office). • Refreshments/meals during working hours. • Cycle to Work Scheme. • Salary exchange (Pension). • Use of the School's Fitness Room and Swimming Pool (at allocated times). • Free onsite parking. • Wellbeing package.
<p>Hours</p>	<p>Approximately 20 x 35-minute periods a week to be agreed with Head of Learning Strategies.</p>
<p>Person Specification:</p>	<p>Essential</p> <ul style="list-style-type: none"> • Good subject knowledge in Mathematics. • Ability to teach across Senior age ranges. <p>Desirable</p> <ul style="list-style-type: none"> • Qualifications in teaching pupils with special and additional educational needs. • Experience of working with pupils with learning difficulties and disabilities. • Qualified Teacher Status. <p>Preferable</p> <ul style="list-style-type: none"> • An academic understanding of learning and teaching. • A flexibility of approach and teaching style. • A methodical and rigorous approach to administration. • A willingness to support the teaching of a range of academic subjects if required i.e. numeracy, within the context of Science/Geography etc.

<p>Safeguarding Requirements</p>	<p>All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Designated Safeguarding Lead. The role amounts to a regulated activity.</p>
<p>Health and Safety</p>	<p>Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.</p>
<p>You may also be required to undertake such other comparable duties as the Headmistress requires from time to time.</p>	

Application Process

Applications will only be accepted on the School's Application Form. Candidates should:

- Compose a covering letter (of no more than 2 sides of A4) to the Headmistress, Ms Louise Chamberlain, detailing how your skills, knowledge and experience match the School's requirements for the post of Numeracy/Mathematics Learning Support Teacher (Part-time).
- Email your application and letter to: hr@whall.school
- Hard copies may be given to:

Human Resources
Walthamstow Hall
Holly Bush Lane
Sevenoaks
Kent TN13 3UL

The closing date for applications is 15 May 2024 at 12.00 noon.

Interviews will take place w/c 20 May 2024.

The School reserves the right to withdraw the post, commence or complete the recruitment process at any time prior to the closing date.

References will be taken up before interviews. Please note that the Headmistress is not a referee for internal applications.

May 2024