



CHELTENHAM
MUSCAT



Job Description &
Person Specification
for the Position of

Learning Support Teacher

Job Description

Job Purpose

The school is committed to enabling each and every child within our care to achieve his or her full potential so that they can benefit from a Cheltenham Muscat education. Our Learning Support Department is central to us being able to fulfil this commitment. The Learning Support Teacher will be responsible for delivering quality Special Educational Needs lessons across the school and ensuring that children are supported to access the curriculum and make outstanding progress.

Key Responsibilities

Learning Support Diagnosis, Curriculum Development and Accessibility.

- To support the school in the diagnostic assessment of children where necessary, in order to identify their specific learning needs and offer individualised support.
- To support and evaluate admissions assessments to ensure that Cheltenham is able to meet the needs of any child being offered a place.
- To deliver all aspects of the Learning Support curriculum framework and Learning Support Policy.
- To work with class teachers and subject specialist teachers to ensure that children with Special Educational Needs are able access the curriculum throughout the school.
- To ensure each child with SEN has an Individual Education Plan (IEP), and that their teachers understand each IEP and tailor their lesson planning accordingly.
- To ensure students' IEP targets are reviewed and updated regularly in collaboration with other teaching staff, relevant external specialists and parents.
- To ensure that the school's co-curricular and activity programme is accessible to all children with SEN.

Teaching and Learning

- To deliver targeting individual and small group lessons to cater for the learning needs of specific children or groups of children.
- To facilitate and encourage high quality learning which provides children with SEN with the opportunity to achieve their full potential.
- To deliver well-planned, engaging and creative learning support lessons, ensuring that the needs of all children are met.
- To demonstrate excellent subject knowledge in all relevant areas.
- To use IEPs effectively to set students challenging learning and developmental goals, and to draw upon varied strategies, resources and technologies to support students in achieving these goals.
- To follow school procedures for assessing, recording and reporting on children's

achievements and to use this information effectively to convey progress in report writing and record keeping.

- To provide students with regular written and oral feedback and encourage them to reflect and respond to their feedback.

Management

- To follow and implement school policies and procedures in and out of the classroom.
- To provide a safe, purposeful and well-managed learning environment.
- To make effective use of teaching assistants to support children in their learning.
- To value the home-school partnership, working closely with other members of staff to establish and manage good relationships with parents.

Professional Standards

- To attend assemblies, departmental meetings, parents' evenings, school functions and other staff meetings.
- To attend professional development and staff training opportunities.
- To recognise the importance of being an exemplary role model to all children within the school.
- To maintain high standards of professional behaviour in accordance with the school ethos, including timekeeping and personal presentation.
- To take personal responsibility for evaluating and reflecting upon your teaching in order to continually develop and improve your practice.
- To always maintain professional and productive relationships with colleagues.

School Values and Ethos

- Actively promote our unique vision through enthusiastic participation in all areas of school life.
- Always set high expectations, which inspire, motivate and support colleagues.
- Ensure that you comply with any rules, policies and procedures implemented by the school.
- To ensure that you model the speaking of English when in the presence of students and in public areas of the school.
- To respect and support Omani culture.

Safeguarding Responsibilities

- To comply with all safeguarding policies and procedures and ensure that any safeguarding concerns are reported in line with policy.
- To demonstrate a personal commitment to safeguarding and wellbeing.
- To engage fully in all safeguarding training as required.

Other

- To fulfil any reasonable additional responsibilities as requested by the Principal.

Person Specification

(E is Essential, D is Desired)

Experience and Qualifications

Qualifications

- A Bachelor's Degree in a relevant subject from a good university. (E)
- Post Graduate Certificate of Education (or equivalent). (D)
- Qualified Teacher Status. (D)
- Evidence of further post graduate study. (D)

Skills and Experience

- A minimum of three years relevant teaching experience. (E)
- Excellent working knowledge of the National Curriculum for England. (E)
- High levels of subject knowledge. (E)
- A proven track record of high-quality SEN teaching. (E)
- A strong academic background, stature and experience that will command the respect of students, parents, colleagues and the wider community. (E)
- An understanding of the demands of a UK independent day school environment. (D)
- A commitment to academic progress and the welfare and safeguarding of students. (E)
- Experience of curriculum development in special education needs. (E)
- Knowledge and understanding of recent educational developments and best practice. (E)
- Experience of working with children who have English as a Second Language. (D)

Personal Qualities

- Ability to stretch the most able students, whilst also ensuring the curriculum is accessible to all. (E)
- Ability to inspire children with a love of learning. (E)
- Ability to understand the needs, challenges and opportunities of an international school community. (E)
- Strong personal-relations and team-working skills. (E)
- Ability to use ICT to enhance learning. (E)
- Energy, charisma and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all children. (E)

- Ability to work with and apply all school policies. (E)
- Rigorous can-do attitude, positive team player with a sense of humour. (E)
- Be willing to work hard enthusiastically and with a growth mindset, avoiding a “nine-to-five” approach. (E)

Safeguarding and Privacy

Cheltenham Muscat is committed to safeguarding and promoting the welfare of children and expects all the staff to respect this commitment. The post is subject to applicants providing a satisfactory Police Clearance Certificate from their home country that is less than 6 months old. Three satisfactory professional references will also be required.