

**THE CHALFONTS COMMUNITY COLLEGE**  
**JOB DESCRIPTION**  
**LEARNING SUPPORT TEACHER**

**Job Purpose**

- To fully support The College's vision, mission and policies
- To be accountable for the planning and teaching of high quality lessons and support staff in the effective use of resources and improved standards of learning and achievement for all SEND students.

**Responsible to:**        **The SENCO**

**Accountabilities**

- To carry out the day to day operation of The College's SEND policy
- To liaise with and advise fellow teachers
- To coordinate provision for students with SEND under the guidance and direction of the SENCO
- To oversee the records on students with SEND under the guidance and direction of the SENCO
- To liaise with the parents of students with SEND under the guidance and direction of the SENCO
- To contribute to the in-service training of staff under the guidance and direction of the SENCO
- To track and evaluate the progress of SEND students under the guidance and direction of the SENCO
- To liaise with external agencies under the guidance and direction of the SENCO
- To keep up to date with national initiatives in SEND
- To contribute to appropriate team meetings and SEND Link Teachers meetings

**Learning and Teaching**

- To take a role in the induction and development of Department staff through active mentoring
- To mentor an agreed number of Learning Support Assistants (LSAs) to enhance practice across the department
- To support and challenge teachers to ensure high quality learning experiences for SEN students
- To embrace new thinking on effective Teaching and Learning Strategies
- To take a role in the Appraisals of an agreed number of LSAs
- To create a stimulating learning environment
- To contribute to a range of enrichment opportunities

**Student Progress**

For a designated group of students:

- To coordinate effective and consistent assessment of SEND students' need and progress
- To evaluate the performance of each student annually
- To take appropriate action in cases of underperformance
- To participate in calendared meetings such as Parents Evening / Consultation Day
- To chair an agreed number of Annual Review meetings

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The College will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**THE CHALFONTS COMMUNITY COLLEGE  
PERSON SPECIFICATION  
LEARNING SUPPORT TEACHER**

**Qualifications / Experience / Knowledge**

- Degree
- Qualified Teacher Status
- SEND experience, including teaching, interpreting progress data and understanding of SEND categories and conditions
- Understanding of statutory requirements and Code of Practice

**Personal Qualities**

- A commitment to excellence and student progress
- A team player
- An excellent teacher
- Excellent organisational skills
- Excellent interpersonal skills
- Initiative and creativity
- Enthusiasm and stamina
- Plenty of patience