



# Learning Support Teacher (Part Time)



**LITTLEGARTH**  
*A truly independent school & nursery*



## **Learning Support Teacher - Key Stage 1** **Required for September 2021**

We are seeking a suitably qualified specialist teacher to support the learning of our Key Stage 1 children from September 2021. This post would suit an organised, inspiring specialist teacher with excellent SpLD knowledge and classroom experience at primary level.

**This part time post (0.4). Attractive salary and Pensions package.**

For further details and application form please contact Peter H. Jones, Headmaster, Littlegarth School, Horkesley Park, Nayland, Colchester, CO6 4JR. Telephone 01206 262332, email: [office@littlegarth.essex.sch.uk](mailto:office@littlegarth.essex.sch.uk) or visit our website: [www.littlegarth.essex.sch.uk/recruitment](http://www.littlegarth.essex.sch.uk/recruitment)

Closing date for applications: Friday 7th May at 12 noon. Interviews commence w/b 10th May.

*Littlegarth School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers and the DBS.*



# About Littlegarth



Littlegarth is a co-educational day school for pupils aged 2<sup>1/2</sup> - 11 located just outside Colchester, in the beautiful Stour Valley. The School was founded in Dedham in 1940, and became a Charitable Trust in the mid-1950s, with a Board of Governors. The school has grown steadily over the years, and moved to Horkesley Park in 1994.

The original house is a fine, Grade Two Listed Georgian building set in 28 acres of landscaped farmland, with stunning views over the valley. The grounds include sports fields, gardens and pasture. The main Georgian building houses many of the classrooms and recently numerous additional form rooms have been added which blend into the grounds. An excellent multipurpose Sports Hall was constructed in 2006.



In recent years we have purchased more land to provide extra sports pitches and we have also planted a four-acre field with over 2,000 trees which already provide an excellent environment for our Forest School sessions. We have added a wildflower meadow and we have also built an outdoor stage in the centre of the woodland area which will provide a delightful setting for future productions and concerts.



# About Littlegarth

Littlegarth now caters for over 300 children of mixed academic ability in Nursery, Pre-Prep and Prep Departments. In the Summer Term, there will be over 50 children in our Nursery with strong numbers in both our Lower and Upper Nursery groups. At present there are 275 pupils in the Main School, with 115 pupils in the Pre-Prep (Reception, Y1 and Y2) and 160 in the Prep (Y3 – Y6). Pupils in the main school are organised into forms of approximately 20 pupils. Pre-Prep children are taught by their form teacher in the main, with Drama, French, Music and P.E. taught by subject specialists. Prep children are also taught by specialist staff in Art, DT, Computing and Science from Y3 and in all remaining subjects from Year 4.

We aim to inspire a lifelong love of learning. Our stimulating and wide-reaching curriculum is designed to enable each pupil to develop a range of talents and to encourage self-confidence. The children enjoy growing up in an environment where the spirit of co-operation and competition combine to provide essential tools for learning.



# About Littlegarth

A distinctive feature of the school is the strong relationship between pupils and staff. This results in a warm and positive learning environment where children are relaxed, purposeful and confident. As a non-selective school our aim is to challenge every child so that they reach their full potential in all aspects of school life.

A substantial new building project has recently been completed which provides new classroom facilities for Reception and Years 5 & 6 as well as a large library incorporating IT facilities, art and design technology room, learning support, music and drama facilities. This development has provided extra space for learning support facilities for all ages and the department is well resourced with equipment appropriate to the needs of the children.

Our children move on to a wide variety of schools at the age of 11 including, the local Grammar schools, selective independent day schools and boarding schools. The school has a strong tradition of academic success with over 100 children gaining scholarship awards in the past five years.



POSITION            Learning Support Teacher  
REPORTS TO        Head of Learning Support

## Key responsibilities:

- Carrying out assessments of children entering the school to establish a baseline of skills and abilities, identifying strengths and weaknesses and informing the Head of the results.
- Assessing reading and spelling ages of Pre-Prep Department.
- Identifying children with additional needs in liaison with the form teacher and parents – observing children in the classroom environment.
- Assessing their needs – strengths and weaknesses.
- Planning individual work programmes.
- Planning and implementing group work programmes.
- Executing and evaluating programme of remediation.
- Advising and supporting the subject and class teacher both inside and outside the classroom
- Boosting each child's self-confidence by ensuring that each child achieves success.
- Liaising regularly with teachers, parents and outside bodies in conjunction with the Head.
- Attend regular meetings with other members of the Learning Support Department and a termly meeting with the Head.
- Attend Curriculum Group meetings to discuss the results of the formal assessments twice a year
- Maintaining a register of pupils with S.E.N.
- Continually monitoring progress (reporting developments to the Head).
- Writing reports and assessments – for internal and external use.
- Writing twice yearly reports for parents.
- Following the school's S.E.N. policy and the S.E.N. Code of Practice.
- Attending training courses to enhance understanding of learning difficulties.
- Attending departmental meetings, staff meetings and parents' consultation evenings as appropriate.
- Help to implement the new reading scheme across the Pre-Prep and Prep departments
- Ordering resources and managing the learning support budget.
- Performing lunch and playground duties punctually, and covering for absent colleagues if required.
- Assisting the teachers with a reading support programme.
- Supporting all staff to be aware of and implement the School Safeguarding Policy to ensure that all our children are safe.



# *Safer Recruitment*

Littlegarth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service (DBS).

The successful applicant will be given a conditional offer of appointment subject to the following pre-employment checks:

- identity
- qualifications
- barred list
- enhanced DBS
- right to work in the UK
- overseas check (if lived abroad)
- European Economic Area check (if applicable)
- a Section 128 Order
- prohibition from teaching
- prohibition from management
- two satisfactory references
- a complete employment history



**Closing date for application: Friday 7th May 2021 at 12 noon**

Applications must be via an application form which should be completed in as much detail as possible; a CV can be provided only as a supplement. Your application must be accompanied by a covering letter in which you have the opportunity to include relevant details which might not feature in the formal application.

If you wish to submit your application by email, please send to [head@littlegarth.essex.sch.uk](mailto:head@littlegarth.essex.sch.uk). You should follow up an emailed application with a signed, hard copy by the closing date.

Postal applications should be addressed to Mr. Peter H. Jones, Headmaster, Littlegarth School, Horkesley Park, Nayland, Colchester, CO6 4JR.

You will receive an acknowledgement of application and a further response once short-listing has been completed.

If you have any questions regarding the application process please do not hesitate to telephone Carolyne Morey, Headmaster's Secretary on 01206 262332 or email [head@littlegarth.essex.sch.uk](mailto:head@littlegarth.essex.sch.uk)

Interviews will take place week beginning 10th May.

Thank you for your interest in this exciting post and I look forward to receiving your application and perhaps meeting you later in the term.

**Peter H. Jones, Headmaster**

*Learning Support Teacher*







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