

SENCO / Learning Support Teacher

Rev 1. 20-May-2004

Responsible For : Learning support activities to children within the school.
Reporting Structure : The SENCO / Learning Support Teacher (LST) is part of the teaching function of the School, and reports to the Teachers Group.

I. Main Tasks

The main tasks of the LST are as follows:

- To identify and oversee all the children with Special Learning Difficulties in the school in relation to Learning Support activities;
- Carry out administrative duties in relation to statemented children;
- Mentor all other class teachers in areas of literacy.
- Mentor / train as required a Learning support Assistant (LSA);
- Carry out class screenings as required.

2. Detailed Description

Teaching

- Teach lessons as required for individuals, small groups or in-class support;
- To plan and deliver lessons that teach and reinforce skills in a highly multi-sensory way i.e. through movement, colour, drawing, singing etc.;
- To draw up IEPs for all learning support children;
- To prepare progress reports at the end of the academic year, or when a child discontinues lessons;
- To maintain current and accurate records for each child seen;
- To plan ongoing homework where appropriate in order that the child can independently practice and review specific skills.

Assessments

- Carry out individual assessment where appropriate;
- Write up assessments and be available to meet parents and class teachers to discuss their contents;
- Oversee any recommended follow up actions.

Class Screenings

- Carry out an agreed number of screenings of:
 - Class 4 (during Autumn term)
 - Class 3 (if Summer screening of class 2 has not taken place)
 - Class 2 (during Summer Term)
- Prepare reports for the appropriate class teacher
- Be available for discussions with the class teacher

Alder Bridge School – Job Description

- Oversee any recommended follow up actions.

Admission Interviews

- Be involved at the applicants interview stage where required / appropriate;
- Ensuring recommendations are followed up if applicants are accepted.

Teacher Development

- Mentoring an LSA
- Oversee LSA duties of
 - Observation of classes
 - Admissions interviews
 - Medical interviews with LST
 - Screenings etc
- Train LSA to write IEPs;
- Mentor LSA;
- Mentor class teachers in areas of literacy.

3. Qualifications

The ideal candidate will have:

- Qualified Teacher with Sp. L. D. qualifications
- Desire to learn the principles of Steiner Waldorf Pedagogy

4. Hours

- The likely hours for this position is 1 day per week, 9am-4pm. The Salary will be in the region of £3,638- £4,500 depending on qualifications and experience.