



# EWELL CASTLE SCHOOL

Where Children Thrive



Independent Co-Educational Day School  
for Boys and Girls aged 4 to 18 years

## Senior School Learning Support Teacher Part Time

**Job Location:** Ewell Castle Senior School  
**Reporting to:** Director of Learning Support  
**Start Date:** September 2025  
**Salary:** Ewell Castle Teacher pay scale  
plus Pension Scheme + benefits



INSPIRE – ENGAGE - EXCEL

## **Learning Support Teacher—Part Time**

Ewell Castle is a thriving, independent school located in leafy Ewell Village. The school is co-educational from Nursery to Sixth Form and enjoys small classes, averaging approximately fifteen pupils over the whole School. Ewell Castle has an excellent reputation for its family-friendly ethos, with a strong focus on pupil wellbeing and personalised learning. The School has a vibrant community spirit including regular events for staff, parents and friends of the School. Ewell Castle is a genuine mixed ability school with a focus on achieving each individual child's potential.

We are seeking to appoint an enthusiastic Learning Support Teacher to provide individual teaching and support for pupils with Special Education Needs and those who require weekly additional learning support. An ability to support pupils with Dyslexia is essential and previous experience supporting pupils with additional or special needs would be a benefit. There is an opportunity for a suitably qualified candidates to take on additional responsibility as co-deputy SENDCo for the senior school, which brings remuneration and management point.

The starting salary for this position will be in accordance with the Ewell Castle Pay Scales which currently track in excess of the maintained sector's pay grades and will reflect the experience and qualifications of the successful candidate.



## **Job Description:**

# **Learning Support Teacher**



Learning Support Teacher provides individual teaching and support for pupils with Special Education Needs and those who require additional learning support. The Learning Support Teacher reports to the Senior School Head of Learning Support.

### **Specific Responsibilities**

- Planning and preparing work as appropriate for lessons and before and after school provision.
- Teach pupils allotted to her/him in accordance with their needs and at the times specified by the school.
- Marking and assessing the work of pupils in line with school and departmental policy.
- Monitoring and tracking pupil progress.
- Recording marks and grades according with the School's policy.
- Maintaining records of lessons and work set and covered for each pupil taught.
- Maintaining detailed records of pupils' work.
- Keeping abreast of subjects and developing skills by reading and making use of CPD opportunities as appropriate.
- Liaising with teaching staff regarding pupils being supported as directed by the Senior School SENDCo.
- Keeping abreast of developments in SEND.
- Communicating awareness of pupils with SEND to all teaching staff as appropriate and in line with School policy and procedures.
- Attending and contributing to INSET, Whole School Staff meetings, CPD and classroom observations plus feedback sessions as requested by the SENDCo.
- Preparing paperwork for pupils' reviews, interviews and reports.
- Updating SEND information using required programmes.
- Raising concerns to the SENDCo, Heads of Department and/or Heads of Year when appropriate.
- Writing of regular progress reports/annual reports for each pupil taught.
- Attendance at Parents' Evenings and Open Days as directed.


### **Other:**

- To be aware of and abide by all the School's policies, in particular safeguarding.
- To assist at school functions and with co-curricular activities.
- To carry out teaching responsibilities as assigned in the School Timetable.
- To perform such other duties as may be required by the Principal.

This job description will be reviewed as and when necessary, in accordance with the needs of the School.





<p><b>Person Specification:</b></p> <p><b>Learning Support Teacher</b> <b>(Full or Part Time)</b></p>		
	<p><b>Essential</b></p>	<p><b>Desirable</b></p>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• University Degree.</li> <li>• Level 5 Diploma in Teaching and Assessing Learners with Dyslexia/ Specific learning Difficulties.</li> <li>• Minimum 5 GCSE passes grade A-C/Level 4 and above (or equivalent) including English and Maths.</li> <li>• High standard of literacy and numeracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 7 Diploma in Teaching and Assessing Learners with Dyslexia/ Specific learning Difficulties (or willingness to work towards).</li> <li>• Teaching qualification.</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Previous experience of teaching pupils with specific Learning Difficulties.</li> <li>• Experience teaching in small groups or on one-to-one basis.</li> <li>• Experience teaching pupils with Dyslexia.</li> <li>• Understanding of the process of access arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in teaching pupils with a variety of learning Support needs.</li> <li>• Experience of teaching pupils across all the key stages.</li> <li>• Experience of working with a (school) management information system.</li> <li>• Experience of processing access arrangements and production of Form 8s.</li> <li>• Experience of delivering access arrangements and in particular acting as reader and scribe in exams.</li> </ul>



<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Ability/willingness to teach Key Stage 3 and Key Stage 4 (English/ Maths).</li> <li>• Have an awareness of the SEND Code of Practice (2015).</li> <li>• To be able to work alongside colleagues to enable them to provide the best support for pupils with learning needs.</li> <li>• Excellent interpersonal skills.</li> <li>• Ability to work as a team and on one's own.</li> <li>• Ability to word process proficiently.</li> <li>• Ability to support the co-curricular life of the school including after school clubs and trips.</li> <li>• Ability to use current Windows based packages including;</li> <li>• Microsoft Word, Excel, Outlook and PowerPoint, and software relevant to SEND documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the workings of a SEND Department.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to liaise with parents and colleagues in a professional manner.</li> <li>• Be able to lead and motivate pupils in their learning.</li> <li>• Be committed to the co-curricular life of the school.</li> <li>• A commitment to safeguarding and promoting the welfare of children.</li> <li>• To display the highest levels of integrity and complete trustworthiness and discretion.</li> <li>• Have an excellent punctuality and attendance record.</li> <li>• Be of smart professional appearance.</li> <li>• Display excellent teamwork skills.</li> <li>• Flexible, versatile, and self-motivated.</li> <li>• Be passionate about developing one's own practice.</li> <li>• An awareness of the importance of confidentiality and data protection.</li> </ul>	<ul style="list-style-type: none"> <li>• Conversant with relevant educational issues and developments within the specific field but also in more general areas.</li> </ul>

### **Why join us?**

- Children of members of staff benefit by a 50% maximum (i.e. unaffected by scholarship or bursary) remission of school fees. (The remission is reduced pro rata for a part-time member of staff.)
- Lunches are provided during term time, free of charge.
- Generous employer contribution to pension scheme.
- Interest free loans are available for the purchase of computers through the school.
- Ride to work
- CPD opportunities are available to all staff. The School also part funds MQSL, NPQSL, NPQH and MA courses.

Further information about the School is available on our website: [www.ewellcastle.co.uk](http://www.ewellcastle.co.uk).

***Applicants invited for interview will be required to bring proof of identity e.g. passport, and qualifications to interview. Please note that we reserve the right to appoint before the closing date.***



Ewell Castle 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 past employers and the Disclosure and Barring Service (DBS). Staff recruitment is also subject to the School's 'Equal Opportunities' policy and monitoring procedure.





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