



CLAYESMORE

Job Title **Specialist Teacher**

Responsible to **Head of Learning Support (Prep/Senior School)**

Role Overview

The primary purpose of this position is to provide specialist, individualised teaching intervention for those pupils with an identified learning need, as part of a holistic programme of support, delivered within the Prep and/or Senior School's Teaching and Learning Centres (TLC) and within the wider context of Clayesmore.

Responsibilities and Duties

1 Planning / Teaching

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear learning objectives and specifying how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriately challenging expectations
- Setting clear targets, building on prior attainment
- Providing clear structures for lessons maintaining pace, motivation and challenge
- Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and prep;
- Using a variety of teaching methods to match approach to content, and to structure information with the needs of the pupils
- Presenting key ideas and using appropriate vocabulary
- Using effective questioning, listening carefully to pupils, giving attention to errors and misconceptions
- Selecting appropriate learning resources and developing study skills
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluating own teaching critically to improve effectiveness
- Liaising with all staff who teach the pupil

2 Monitoring, Assessment, Recording, Reporting

- Produce an Individual Education Plan that is accessible to all teaching staff
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed
- Use the available data to identify strengths and weaknesses
- Monitor strengths and weaknesses, and recognise the level at which the pupil is achieving

- Undertake assessments of pupils as requested by examination bodies, and departmental and school procedures
- Prepare and present informative reports to parents
- Report information of significance to the Head of the Teaching and Learning Centre

3 Curriculum Development

- Contribute to departmental and whole school planning activities

4 Pastoral Duties

- Promote the general progress and well-being of individual
- Liaise with House Staff, the Deputy Head and the Assistant Head to ensure the correct implementation of the school's pastoral systems
- Register pupils and encourage their participation in all aspects of school life
- Alert appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved
- Communicate, as appropriate, with parents (or guardians) of pupils, after consultation with appropriate staff

5 Staff Development

- To participate in the school's Continual Professional Development arrangements
- To take responsibility for own professional development and to set objectives for improvements, this includes the up to date knowledge and use of ICT
- To participate in arrangements for further training and professional development as a teacher

6 Other Professional Duties

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Know subject(s) or specialism(s) to enable effective teaching
- Establish effective working relationships and set a good example through personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils
- Contribute to the corporate life of the school through effective participation in meetings necessary to coordinate the management of the school
- Take part in marketing and liaison activities such as Open Days/ Evenings and Parents' Evenings
- Provide a lesson that can be used by other staff in the event of absence
- Participate in administrative and organisational tasks related to the post
- Carry out any reasonable duties given to them by the Head

Person Specification

Essential

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- Hold Qualified Teacher Status

Desirable

- SpLD qualification to certificate level 5 or equivalent or completion of a recognised Special Educational Needs (SEN) qualification within a time frame set out by the Head of the Teaching and Learning Centre

Knowledge and Experience

- Proven high quality classroom teaching experience, working with pupils with a range of needs
- Experience of preparing pupils for examinations to at least GCSE Level
- An understanding of pupils' educational development from 7 to 18 years
- Knowledge of a range of teaching strategies to support pupils with learning needs
- Understanding of the SEN Code of Practice, Removing Barriers to achievement and Every Child Matters Outcomes
- In depth knowledge of relevant areas of learning needs for pupils with SENs such as: Dyslexia, Dyscalculia, DCD, ADHD, ASD.
- Knowledge of effective teaching and learning strategies across the age and ability range
- An appreciation of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children
- Application of Information and Communications (ICT) to teaching and learning

Personal Attributes

- Good communication skills, both orally and on paper
- Good inter-personal skills
- Ability to prioritise time effectively and to plan ahead
- Confidence with an ability to motivate and inspire pupils and colleagues
- Commitment, enthusiasm, integrity and reliability
- Flexibility and a willingness to learn
- Ability to work as a member of a team
- A caring, kind and approachable attitude, especially in relation to pupils
- A willingness to contribute to extra-curricular activities

Notes

- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This position is full time with a maximum of 38 lessons being timetabled each week. Each lesson is 35 minutes in duration. Job share will be considered for this role.
- During internal and external examinations, reading and scribing will be required.

Date reviewed: November 2025
Reviewed by: Deputy Head Academic

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.