



KINGSWOOD PREP

Job Description: Learning Support Teacher (part-time) (Fixed term for 2026/27 academic year)

Location:

Kingswood Prep School

Responsible to:

Head of Learning Support

Job purpose

- To teach within the Learning Support Department to ensure that all pupils at Kingswood, and particularly those with identified SEND needs, are appropriately supported so they are able to reach their full academic potential.
- To contribute to all aspects of life in a busy prep school, including EEP programme.

The Department

The Learning Support Department currently consists of two full-time and two part time members of staff. Learning Support Teachers teach children 1:1 or in small groups twice per week and are also required to assess pupils' needs, write pupil action plans, create bespoke resources and offer more general study support to any child who it is considered would benefit from a higher level of support outside of the classroom. Learning Support Teachers also offer full assessments to children where we feel there is a need for a deeper understanding of their learning profile.

Parents are a vital part of the process and Learning Support Teachers meet regularly with parents to provide feedback, support and guidance to them to ensure that we are all working as a team to provide the best support for their child.

Learning Support Teachers are also required to liaise with form and subject teachers as needed to ensure that there is consistency between lessons and clear communication to support the children.

Key duties & responsibilities

The person appointed will work alongside the Head of Learning Support to:

- plan and teach lessons to pupils needing support.
- write, implement and review Pupil Profiles with current targets
- organise a flexible timetable
- administer tests and assessments and write reports to share with parents



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The person appointed will:

- meet regularly with the Head of Learning Support and work effectively as part of a team
- attend INSET as agreed with the Head of Learning Support
- be familiar with the SEN Code of Practice
- be responsible for having up to date knowledge and understanding of developments in assessment regulations and changes to policy.
- monitor the progress of individual pupils
- attend weekly staff meetings
- liaise openly with teaching staff and parents

The successful candidate will be expected to show commitment in contribution to the wider life of the School. Kingswood has a high reputation for its extensive extra-curricular programme and all staff are expected to contribute to the programme as part of their regular school routine.

It should be noted that this is not a definitive list; your duties will be at least those listed above.

You will be expected to:

- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of Kingswood
- Observe health and safety procedures and work safely at all times
- To comply with all school policies and procedures including reporting any concerns to the appropriate person in relation to those covering child protection, health, safety, welfare, security, confidentiality and data protection.

The ideal candidate

Essential qualifications, experience and skills

You will have:

- A University degree and QTS status
- Qualification in teaching pupils with SpLDs (Level 5)
- Experience of teaching within the British Education System
- The ability to work independently and proactively as well as part of a team
- Excellent interpersonal skills and an ability to interact appropriately with others within the school community
- Excellent communication skills with pupils, colleagues and parent body
- High quality administrative skills
- High level of competence in ICT

Desirable qualifications, experience and skills

- Postgraduate SpLD Certificate at Level 7 or equivalent to be able to assess for Specific Learning Difficulties



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Key competencies

- Desire to share and contribute ideas
- Uphold and live the Kingswood values and ethos
- Commitment to equal opportunities and anti-discriminatory practice
- Flexible and with a 'can do' attitude
- Evidence of appropriate professional development
- Supportive of the Christian ethos of the school
- Open to new ideas and practices

Pay & benefits of service

Kingswood School has high expectations of staff and looks to reward them with beneficial conditions of service.

- A six point pay spine for teaching staff with a number of generous allowances for staff taking on additional management responsibilities.
- Meaningful, personalised professional development and coaching.
- All teachers are offered membership of a generous pension scheme.
- Generous remission of fees at Kingswood Nursery, Prep and Senior Schools for children of employees (subject to the normal competitive entry requirements being met and availability). Please note that remission of school fees is not a contractual entitlement; the Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- All staff enjoy free meals provided in the Dining Room with refreshments available throughout the day.
- Staff are welcome to make use of the leisure and sports facilities (which includes a swimming pool, gym and tennis courts) set within the beautiful School grounds.
- Parking available around the School site (subject to availability).
- Cycle Scheme in line with the Government's Cycle to Work initiative.
- Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.
- Kingswood has a strong sense of community and there are many ways to be involved whether through sport, music or social events.

Child protection

It is your responsibility to help promote and safeguard the welfare of children and young persons for whom you are responsible, or with whom you come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, you become aware of any actual or potential risks to the safety or welfare of children in the school, you must report any concerns to the School's Designated Safeguarding Lead. Protecting children from the risk of radicalisation is part of the School's safeguarding duties (under the Prevent Duty).



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Application process

Please visit our website <https://www.kingswood.bath.sch.uk/about-us/employment-opportunities> to read our policies for **Recruitment, Selection and Disclosure Procedure**, and also the **Child Protection and Safeguarding Policy** including EYFS.

To request an application pack, including a full job description, or if you have any questions, please contact the People & Culture Team via recruitment@kingswood.bath.sch.uk or telephone 01225 734350.

The closing date for applications is Monday 28 September, midday.

If you have any questions about the recruitment process, please contact Miss Hannah Sweeney, Recruitment Administrator, on 01225 734350 or email recruitment@kingswood.bath.sch.uk

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

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

As an equal opportunities employer, Kingswood School is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We offer a welcoming and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply.