



# CRANMORE

INDEPENDENT DAY SCHOOL

Appointment of

## Learning Support Teacher

Part Time

From September 2026

## Information for Applicants



Cranmore part of the Effingham Schools Trust  
Epsom Road, West Horsley, Surrey, KT24 6AT  
01483 280340

- Registered Company No. 4509623 • Registered Charity No. 1095103

## About Cranmore



Dear Applicant

Thank you for your interest in Cranmore. Appointing the right staff is one of the most important elements of my role as Headmaster. I and my team are committed to getting to know you well during our recruitment process and giving you the opportunity to see life at Cranmore.



I am incredibly proud of my colleagues and their professionalism and expertise which are key to us delivering all round excellence across a broad curriculum enriched with co-curricular activities. In our February 2022 inspection report inspectors highlighted that the school promotes a very positive, caring and welcoming ethos and judged the quality of pupils' academic and other achievements, as well as the quality of their personal development to be 'excellent'.

In 2019, we came together with neighbouring school St Teresa's to form Effingham Schools Trust (EST), based on a diamond model – a powerful and exciting educational proposition, delivering all the advantages of both single sex and co-education to girls and boys. The partnership has proven incredibly successful, providing new opportunities for pupils of all ages. EST is delighted to be able to continue to grow with Manor House School joining the Trust in September 2023. Three modern, progressive schools, with enviable facilities will deliver best practice teaching to their pupils, whilst maintaining exceptional pastoral care.

It is a privilege to lead an excellent school with an exceptional sense of community. I hope that you will be as excited about the opportunity to join us as we are about building upon our success.

Barry Everitt  
Headmaster

# Learning Support Teacher – Responsibilities & the Person

At Cranmore we promote a positive, caring and welcoming ethos as recognised by ISI Inspectors. We are very proud of our Progress Department which supports pupils with additional learning needs so that they may thrive in our busy academic and extracurricular environment.

We are seeking to recruit an enthusiastic, determined, and forward-thinking specialist Learning Support Teacher to work with individual pupils and small groups in Key Stages 3 and 4. The successful applicant will join a well-resourced and supportive department as well as being a full and active member of the wider teaching body.

## RESPONSIBILITIES

### Individual Group Support

- Deliver targeted learning support to students in Key Stages 3 and 4, including those with SEND, ensuring high-quality teaching and personalised interventions that promote progress and independence.
- Plan, adapt and resource learning activities to meet a wide range of individual learning needs, working closely with subject teachers to ensure curriculum access for all learners.
- Implement and review individual support, ensuring strategies are effectively embedded in lessons and progress is monitored regularly. IEP meetings are held twice a year.
- Use assessment data and diagnostic information to identify barriers to learning, track student progress, and inform future intervention planning.
- Support in organising appropriate supporting evidence required for access arrangements, ensuring that student needs are documented in line with JCQ regulations and reflect their normal way of working.
- Develop study skills with senior pupils.
- Support an inclusive, positive school culture, advocating for students with SEND and promoting high expectations for all learners.
- Model and promote effective learning habits, supporting pupils to develop independence, self-regulation, confidence and resilience.
- Timetable, keep register and records of pupil information and parent meetings.
- Participate in professional development, remaining up to date with best practice in SEND, inclusive teaching and access arrangements requirements.

### Liaison with Staff

- Maintain strong communication with teachers, pastoral teams and the SENDCO, sharing updates on student progress, emerging concerns and suggested strategies.
- Work collaboratively with classroom teachers to plan, adapt and deliver lessons that meet diverse learning needs, ensuring inclusive practice and effective differentiation.
- Gather ongoing teacher feedback to inform SEND reviews, contribute to updated support plans, and ensure that monitoring is accurate, timely and reflective of the student's classroom experience.
- Attend Progress Department, staff meetings and departmental meetings when required.

### Liaison with Parents

- Establish good rapport with parents.
- Engage with parents and carers, contributing to SEND review meetings, updating on progress, and sharing approaches to support learning at home.
- Meet with parents in the autumn and spring term at parents' evening and give parents a written report in the summer term. These reports are written using the school's computer network system.

# Remuneration and Benefits

## THE PERSON

- Qualified Teacher Status
- Level 5 or Level 7 qualification in SpLD. Specialisation in Senior School English preferred, Maths experience also desirable
- Experience of implementing Access Arrangements would be advantageous.
- Capable of planning for students from a variety of backgrounds and abilities, and inspiring them to reach their full potential
- A willingness to be fully involved as a member of the Progress Department team of teachers, Cranmore School and share in its ethos.

***Our staff enjoy working as part of a strong school community. Parents are confident of the academic standards, telling the Independent Schools Inspectorate that their children have been 'well challenged and tutored' by 'talented teachers'. We reward our talented staff with a range of benefits.***

### *Salary*

Salaries are competitive and in line with independent school teaching scales.

### *Continuous Professional Development*

All staff have access to professional development training as part of the school's performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

### *Pension Scheme*

Generous contributory pension scheme.

### *Refreshments and lunch*

Refreshments and lunch provided during term time.

### *Cycle to work*

Cycle to work scheme for staff members.

### *Parking*

Parking for staff members is provided onsite.

### *Counselling Service*

A free, confidential 24-hour telephone service available 365 days per year.

### *Use of School sports facilities*

Staff may use the school's sports facilities including a fitness suite, 25-metre indoor pool, squash and tennis courts.



# Application & Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. **A Letter of Application addressed to the Headmaster should accompany the application form.**

Short listed applicants will be invited to attend a formal interview with a panel at which their relevant skills and experience will be discussed in more detail. They will also be required to complete a series of relevant tasks and be given a tour of Cranmore. Interview panels will include at least one person trained in Safer Recruitment.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory. **Please note that references will be taken up on short listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

*Cranmore School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the DBS.*

## Key dates

**Closing Date for Applications: 9.00am; Monday 20<sup>th</sup> April 2026**

**Start date: 1<sup>st</sup> September 2026**

The high expectations of staff and their effective planning of classroom activities motivate pupils to adopt the highest standards of behaviour.

*ISI Inspection Report, Feb 2022*

Pupils say that staff are good listeners and provide effective ways of dealing with any worries and of discussing sensitive issues.

*ISI Inspection Report, Feb 2022*

Pupils are polite and respectful and develop positive relationships with each other and the staff.

*ISI Inspection Report, Feb 2022*

Pupils make an outstanding contribution to the lives of others in the school and the wider community and work together for the common good. They feel at ease both with one another and with staff because the school promotes a very positive, caring and welcoming ethos.

*ISI Inspection Report, Feb 2022*