



**TUDOR
HALL**

Learning Support Teacher (Part Time) INFORMATION PACK



The School

Tudor Hall

Tudor Hall is an independent boarding and day school of approximately 300 girls, of whom 75% are full boarders. The school is situated in parkland surroundings approximately one mile outside Banbury.

Tudor Hall is a successful school in many different ways. We are a High Performance Learning (HPL) Pathway School; academically excellent from a broad intake with high levels of achievement in all areas of school life including art, drama, music and sport. We are progressive and outward looking in our vision for the school. The size of the school allows us to give our girls an individual education and provide the best possible platform for the next phase of their lives. The school has been well resourced over recent years and departments generally have their own teaching space and, within reason, whatever resources they need for teaching the curriculum.

Entry into the school typically occurs at 11+, 13+ and 16+. The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. The ethos of the school is to foster the strengths of the individual, both in and out of the classroom. Outcomes for Tudor pupils are excellent. In 2025 41% of A level grades were A*/A and 77% A*-B. At GCSE, 41% of all grades were 7-9 and 97% were 4-9. At Tudor Hall we are rightly proud of all our girls' academic achievements; reflected in our value-added this summer, for example, placing us in the top 16% of all schools and colleges nationally for A Level or equivalent. Such academic success reflects Tudor's commitment to High Performance Learning and academic ambition for all.



For further information about the school, please visit www.tudorhallschool.com

Learning Support Teacher (Part Time)

About the Department

The Learning Support Department supports pupils to experience success in all aspects of school life, helping them to develop the skills and strategies to become lifelong independent learners. Working closely with teaching and pastoral staff, the Learning Support Department support pupils across the school both in lessons and in one to one or small group interventions.

The Head of Learning Support is the school SENDCo and leads a well-qualified and dedicated team of Learning Support Teachers and Learning Support Assistants with specialisms in specific learning differences, English as an Additional Language (EAL) and Maths.

Duties and Responsibilities

The specific responsibilities for the Part Time Geography teacher include, but are not limited to:

Teaching and Learning:

- To work with pupils with identified learning differences or social, emotional and mental health needs to support them to access and benefit from the Tudor Hall curriculum.
- To reflect and gather information to inform support strategies for pupils with SEND;
- To produce specific programmes of study based on assessment and in line with departmental protocols;
- To liaise with the Head of Learning Support over diagnosis and progress of students with learning differences.
- To liaise with all teaching staff, tutors and house staff in support of pupils accessing support from the Learning Support Department.
- To liaise with families, carers and guardians of pupils accessing support from the Learning Support Department regularly and as needed.
- To maintain thorough records and individual learning plans in line with departmental and school policy.
- To write reports to include learning outcomes, completing them by the published deadlines.
- To attend Departmental meetings regularly and to undertake any reasonable tasks required by the Head of Department.
- To ensure appropriate standards of behaviour of the students in their care at all times.
- To attend Parents' Meetings.
- To attend INSET and Continuing Professional Development as required.
- To attend staff meetings.

General

- reporting to parents on academic progress and Attitudes to Learning as well as through written reports as required, completing them by the published deadlines;
- following the school's Rewards and Sanctions policy;
- ensuring appropriate standards of behaviour of the pupils in their care at all times;
- maintaining an attractive teaching environment, reporting any problems concerning buildings or equipment;
- attending all functions and meetings as are appropriate to the role including whole school events, Inset, Parents' Meetings and events, and Staff Meetings;
- adhering to Health and Safety regulations at all times;
- undertaking any tasks required by the Head of Department that are reasonable;
- undertaking any other duties as may reasonably be required by the Headmistress.

Additional duties for all teaching staff

- Attending meetings and functions eg. Open Mornings which may include weekends or evenings;
- Supporting the co-curriculum through their personal interests;
- Working with house staff and pastoral staff to enrich the full boarding life of the girls through trips and activities;
- Sharing general supervisory duties;
- Supervising prep one evening per week;

Staff are required to attend whole school events around their planning time. Teaching staff cover the professional duties of absent staff, the number depending on the timetable commitments and responsibilities of individual staff.

Person Specification

All teaching staff are expected to:

- Role model the values of HPL by being a positive professional inspiring the girls to achieve the highest standards;
- Have knowledge and understand of pupils with special educational needs;
- Have a good Honours degree or relevant Learning Support qualification;
- Be productive and show initiative;
- Be a strong communicator;
- Have good ICT skills;
- Have enthusiasm and interest in the education and welfare of young people;
- be a good team player with a flexible and positive approach;
- have good interpersonal and communication skills;
- demonstrate an ability to manage discipline in a calm, fair and uniform manner;
- have enthusiasm and interest in the potential, education and welfare of young people;
- have a natural ability to get on with, support, understand and command the respect of girls aged 11-18;
- Be in sympathy with the Christian ethos of the school;
- Have a strong work ethic and be a reflective practitioner;
- Be committed to the full boarding ethos of the school;
- Be able to support and extend the extra-curricular life of the school;
- Be an ambassador for Tudor Hall at all times.

All staff share responsibility for safeguarding and promoting the welfare of the children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure and Barring Service and adhere to the School's Safeguarding Policy.

Tudor Hall committed to providing a mutually respectful, safe and happy environment, where everyone can thrive and meet their full potential and where diversity is celebrated.

Benefits

Tudor offers competitive working conditions and benefits including:

- All employees are auto-enrolled into a pension scheme after three months' service;
- Training opportunities for personal and professional development;
- 40% day fee pupil discount (pro rata for part-time staff);
- Childcare vouchers – tax initiative designed to help working parents save money on their registered childcare costs;
- Personal Accident Insurance including dental cover and a confidential Employee Assistance Programme offering counselling, advice and information service;
- Active staff social group offering clubs and activities including: running club, aerobics, yoga, chess club, staff band, choir and orchestra, staff quizzes and parties;
- Free on-site parking;
- Subsidised meals during term time;
- Access to school library, gym, swimming pool and other sports facilities;
- Annual flu vaccinations.



Terms and conditions as per Employment Contract

Post:	Learning Support Teacher (Part Time 0.50 FTE)
Hours:	During school terms the employee shall work part time while the school is in session and at any other time (including during school holidays, at weekends and before and after the school's normal starting and finishing times) as may be necessary in the reasonable opinion of the Headmistress for the proper performance of his/her duties.
Salary:	Subject to experience. Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1st September each year.
Probation period	One year
Holidays:	The employee shall be entitled to take as holiday all school holidays in accordance with the published dates in the school calendar. Public and Bank Holidays occurring during school terms may well be working days.
Pension:	The School offers a defined contribution pension scheme with Royal London for teaching staff. Full details will be provided on appointment.
Retirement:	The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.
Sick pay:	The employee's benefits during periods of authorised absence through illness or injury are the same as teachers in the maintained sector.
Notice:	The employee's appointment may be terminated by either party giving to the other not less than one full term's notice in writing.

How to apply

Send a covering letter addressed to Mr Simon Smith, Deputy Head Academic summarising your suitability for the post along with a completed application form to Mrs Nicole Hamilton, HR Manager at Tudor Hall, Wykham Park, Banbury, Oxfordshire OX16 9UR, or by email to: Recruitment@Tudorhallschool.com.

Applications will be assessed in order of receipt. Please apply as soon as possible and not later than 13:00 on Wednesday 24th September 2025, interviews will take place within 2 weeks.



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Wykham Park, Banbury, Oxfordshire OX16 9UR www.tudorhallschool.com