



HEREFORD CATHEDRAL SCHOOL

CANDIDATE INFORMATION
PART-TIME

**ASSISTANT TEACHER
OF LEARNING SKILLS**

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HEADMASTER'S WELCOME



Thank you for taking the time to consider applying for this important position at Hereford Cathedral School. I believe that there has never been a more exciting time to join us and I look forward to meeting you.

While we are the fifth oldest school in the UK, our eyes are firmly fixed on the future with a clear vision to provide a sector-leading educational provision. I have the privilege of leading an outstanding school with a fantastically committed staff in the most wonderful of settings.

Our culture reflects the character and personality of our organisation. It is what makes the School a unique and special place to work and is the sum of our values, traditions, beliefs, interactions, behaviours, and attitudes.

It is a real joy working at Hereford Cathedral School and I hope that you too will also want to join our wonderful community.

Yours ever,

Michael

DR MICHAEL GRAY

Executive Headmaster

J O B D E S C R I P T I O N : A S S I S T A N T T E A C H E R O F L E A R N I N G S K I L L S

Salary: Dependent upon experience

Hours/weeks: 0.6/3 days term time only

Start date: January 2026

Location: Hereford Cathedral School, Old Deanery, Cathedral Close, Hereford HR1 2NG

O P P O R T U N I T Y

We are seeking an Assistant Teacher of Learning Skills to join our dedicated team at Hereford Cathedral School. The department provides personalised support for students with diverse learning needs, including dyslexia, dyspraxia, ADHD and ASC. Working closely with students, parents, and staff, we offer one-to-one sessions, small group work, and in-class strategies to ensure all students can access the curriculum and reach their full potential. Emphasis is placed on building confidence, developing independent learning skills, and fostering a positive attitude towards education.

The department also plays a key role in identifying needs early and implementing appropriate interventions, while maintaining regular communication with families and staff to monitor progress. The Learning Skills department will consist of the Head of Learning Skills, a part-time Assistant Teacher of Learning Skills and Access Arrangements Coordinator.

O U R O F F E R

- Join a highly talented and supportive team and governing body
- Competitive salary
- Access to our effective Professional Learning programme
- A beautiful place to work in the most idyllic settings
- A positive and innovative working environment surrounded by students, staff, parents and governors
- A collaborative and supportive attitude amongst staff which promotes a sense of teamwork and unity
- Cycle to Work scheme
- Free lunch during term time
- Staff are sometimes offered non-contractual School Fees Remission at the absolute discretion of the Governors

R E P O R T I N G L I N E S

The post holder will report to the Head of Learning Skills

CONTINUED OVERLEAF



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SCHOOL'S YOUTUBE CHANNEL

THE ROLE:

ASSISTANT TEACHER OF LEARNING SKILLS

KEY RESPONSIBILITIES

- Plan lessons for pupils with additional needs who are taught either 1-to-1 or in small group sessions; share the planning for these where these groups are shared. Regularly review learners' progress, assessing where necessary.
- Teach Learning Skills small group lessons with a focus on subject support, literacy and numeracy skills, study and revision skills, and independent learning skills. Plan programmes of study for pupils with SpLDs.
- Communicate regularly with parents of pupils receiving support, including at Parents' Evenings.
- Support identified students in specific lessons, where required
- Support the Head of Learning Skills in:
 - identifying and assessing the needs of students with specific learning difficulties, using observation and evidence-based assessment and standard tests
 - writing educational support plans to inform and advise other professionals on learners' specific learning needs
 - maintaining detailed records of students SpLDs, testing and ongoing support
- Contribute to providing Access Arrangements for internal examinations such as Mock Examination and End of Year Exams.
- Liaise with other school departments through providing specialist advice to subject teachers.

THE ROLE:

ASSISTANT TEACHER OF LEARNING SKILLS

General Responsibilities

- To undertake duties in line with all members of staff to ensure the smooth-running of the School
- To attend, and participate in as required, general school functions, Open Mornings, meetings, cultural and social events, including those held out of school hours during term time
- To support through involvement in the School's extra-curricular activities
- To take part in the School's professional development programme and take responsibility for own professional development. Actively seeks to reflect on and enhance own practice.
- Safeguard and promote the general well-being of pupils and to be a role model for pupils at all times
- To assist in the promotion of the School's reputation and in marketing activities as required
- To adhere to all the School's Policies
- To carry out any additional task reasonably required by the Head
- You may also be required to undertake such other comparable duties as the School requires from time to time

Wilmot House opened in 2019 and provides a wonderful home for our boarders



SAFEGUARDING AND PROTECTION OF CHILDREN AND YOUNG PERSONS

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them from working with children. Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

HEALTH AND SAFETY

As an employee you are expected to:

- Take reasonable care of your own health and safety
- Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- Not interfere with or misuse anything that's been provided for your health, safety or welfare
- Report any injuries, strains or illnesses you suffer as a result of doing your job
- Tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

The Old Deanery in Cathedral Close is home to our leadership and administrative staff



PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Qualifications	<p>Good standard of general education including GCSE English & Maths grade C / 5 or above (or equivalent)</p> <p>Level 5 Diploma in Teaching Learners with Dyslexia/Specific Learning Difficulties or equivalent</p>	Level 7 Diploma in Assessing & Teaching Learners with Dyslexia/Specific Learning Difficulties or equivalent
Experience and knowledge	<p>Experience in teaching pupils with Specific Learning Difficulties (SpLDs) 1-to-1</p> <p>Knowledge and understanding of issues relating to young people</p>	<p>Familiarity with a wide range of educational technologies and their implementation in school settings</p> <p>Experience of providing access arrangements in examinations</p>
Skills and abilities	<p>Expertise in using digital technologies to enhance teaching and learning, including assistive technologies</p> <p>Ability and willingness to support students with specific access arrangements, such as acting as prompter, scribe or reader</p> <p>Excellent communication skills both written and verbal</p> <p>Ability to work within a team</p> <p>Strong pastoral skills</p>	
Aptitude	<p>Patient, supportive and encouraging character combined with a strong job-focus work ethic and ability to be firm and assertive when needed</p> <p>Ability to supervise and manage groups of children and young people with confidence</p> <p>Shares the School's values and vision and committed to the School's vision for learning experience and outcomes for pupils</p> <p>Commitment, honesty and dedication</p> <p>Reliability and integrity</p> <p>Resilience and tenacity</p> <p>Work under pressure, maintaining a sense of perspective and humour</p> <p>Naturally demonstrates a 'can do' helpful attitude</p>	
Circumstances	<p>Able to work flexibly, earlier starts, evenings and weekends</p> <p>A strong commitment to support the School's extra-curricular activities programme</p>	
Safeguarding Children, Young People and Vulnerable Adults	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	
Equal Opportunities	Understanding of the requirements of Equality and Diversity	

Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description above is not exhaustive and may, occasionally, be reasonably amended by the Headmaster.

HOW TO APPLY

An application form and information pack may be downloaded from the school website: www.herefordcs.com/job-vacancies

Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to c.knowles@herefordcs.com

The closing date for applications is **10am 16 June 2025**.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on [the school website](#).

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.