



# Primary SEN Teacher

## Beaumont Hill Academy

# The Education Village

# Academy Trust

Candidate Information



May 2016

Dear Candidate,

Thank you for your interest in the post of SEN Teacher within the primary department of Beaumont Hill Academy. I am delighted to have the opportunity to share some information about our Trust, the schools within it as well as some detailed information about the post.

The Education Village formed in 2006 with three schools – Springfield Primary School, Beaumont Hill Special School and Haughton Secondary School - coming together to form a hard federation under a PFI contract housed in a state of the art £27 million campus. In April 2012 The Education Village Academy Trust (EVAT) was formed and two further schools subsequently joined the original three schools in the Trust – Gurney Pease Academy (a mainstream primary school) and Marchbank Free School (a BESD Special Free School), both on their own individual sites.

We are seeking to recruit a creative, organised, resilient, hardworking and committed teacher with the ability, drive and determination to make a difference and to meet the complex needs of our 248 young people in this good special school (Ofsted 2013).

The Education Village Academy Trust is committed to providing an outstanding education in the broadest sense. Our key priorities are to:

- develop successful learners
- increase learner progress to reach full potential
- extend students' moral, social, cultural and spiritual development

What can you expect from us?

Staff are The Education Village Academy Trust's most valuable resource and we value and invest in our people. We encourage reflective practice, classroom-based research and collaborative peer coaching because we want staff to deliver outstanding provision and to maintain a passion for learning. Wherever possible we seek to accredit the professional development work of staff. Learning from others is at the centre of our staff development provision. We are highly fortunate that our broad educational provision allows us to draw on a wealth of knowledge, enthusiasm and expertise to deliver a broad and varied internal CPD programme.

If you would like to arrange a visit to our school please contact Emma Alderson (HR Officer) on 01325 248161.

Yours faithfully,

Judith Amerigo  
HR Manager

# Post and Person Specification

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<b><u>POST TITLE :</u></b>	<b>SEN Teacher based within Beaumont Hill Academy Primary Department</b>
<b><u>GRADE :</u></b>	<b>Main pay scale plus SEN 1</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>Reporting to the Assistant Head, Beaumont Hill Academy</b>
<b><u>JOB PURPOSE :</u></b>	<b>To teach pupils with a whole spectrum of special needs within Beaumont Hill Academy.</b>
<b><u>POST NO.</u></b>	

## **MAIN DUTIES/RESPONSIBILITIES**

- Design, prepare and demonstrate use of specialist equipment/ resources/ materials, as required.
- Work within a specialised team on the planning and delivery of a creative and appropriate maths curriculum.
- Undertake a comprehensive range of training some of which will be 'Team Teach'.
- Create and maintain an appropriate working environment for pupils with SEN.
- Plan and deliver high quality learning activities.
- Lead a team of classroom support staff.
- Assess and record learning outcomes.

## **A description of the role includes:**

### **1. Support for Pupils**

- To plan, prepare, evaluate, and review lessons, within school which reflect sound practice, recent professional developments, and the special needs of students. Written curricular documents should be in the school prescribed format.
- To have knowledge of the curriculum documentation of other areas within the school ensuring it reflects current practice, fulfils statutory and school requirements, and is reviewed annually.
- To teach within the Primary/Secondary Department; and take responsibility for a tutor group. This will involve all relevant assessments and administrative tasks for the group.

- To ensure pupils complex individual needs are met.
- To make full use of the school's mechanisms to manage and record students' behaviour.
- To prepare educational plans and assess, record, report and review student progress and achievement in accordance with school policy and practice.
- To adapt teaching strategies to changing circumstances and in response to new ideas.
- To have high expectations of students both in academic and social curricula.
- To have sensitivity to, and professionalism in discussing and reporting students' learning and social development.

### **Pastoral**

- To establish good relationships with students as detailed in the school's aims and objectives, and other guidelines for staff, setting a good model for the staff group.
- To encourage students to maintain socially acceptable standards of behaviour in all aspects of school life as described in the Behaviour Management Policy and Practice and other guidelines for staff.
- To share & uphold the ethos of the school with all stakeholders.
- To provide all students with guidance and counselling of a personal, social, and health education nature.
- To take an appropriate share of responsibility for the supervision of students at social times.
- To be aware of any problems by maintaining good communication and alleviating difficulties with resources.

### **Staff Group**

- To participate in the school's staff support development programme.
- To participate in appropriate in-service training.
- To attend and participate in a range of staff meetings
- To support colleagues as appropriate.

## **Parents/carers**

- To attend and actively participate in both formal & informal meetings for students in class groups in an informed manner.
- To attend any other meeting the school arranges for parental/carer consultation and liaison.
- To work with parents/carers to secure partnership in the learning process.

## **Resources**

- To make effective use of the resources available within the school, and to be aware of resources provided by other stakeholders and those within the community.
- To keep the classroom tidy, maintain safe working practices, and good care of resources.
- To make the classroom attractive, and promote good standards of work.
- To form an overview of resources within the faculty and liaise with the Phase leader accordingly

## **GENERAL**

- To perform any other reasonable task that the Trust may ask from time to time.
- To contribute towards and implement Trust strategies.

## **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal opportunities to learn and develop.
- Contribute effectively to the overall ethos/work/aims of the school and the Trust.
- To take an appropriate share of the responsibility of covering for absent colleagues

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Assist with the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school.
- Assist with the line management of support staff as appropriate.

The post holder must carry out his/her duties with full regard to the Academy's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

To comply with health and safety policy and systems, report any incidents /accidents/ hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

Any other duties of a similar nature related to the post which may be required from time to time.

*PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.*

***THIS POST IS SUBJECT TO ENHANCED DBS AND DISQUALIFICATION BY ASSOCIATION DISCLOSURE AND RECHECKING AS APPROPRIATE.***

Date : March 2015

**THE EDUCATION VILLAGE ACADEMY TRUST  
PERSON SPECIFICATION - SEN TEACHER  
POST NO.**

<b>ESSENTIAL</b>				<b>DESIRABLE</b>		
	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>	<b>Criteria No.</b>	<b>ATTRIBUTE</b>	<b>Stage Identified</b>
<b>Qualifications &amp; Education</b>				D1	To have successfully completed M.I.D.A.S training	AF/C
	E1	To hold a Nationally recognised Teaching Qualification /or NQT qualification.	AF/C	D2	To have completed 'Team Teach' training	AF/C
<b>Experience &amp; Knowledge</b>	E2	Have experience of working with students who have educational statements	AF/I/R	D3	Awareness of inclusive practice within a mainstream context.	AF/I
	E3	Have good working knowledge of specialist ICT equipment and resources.	AF/I	D4	To effectively manage crisis situations with considerable awareness of Health and Safety issues.	AF/I
	E4	Full working knowledge of relevant policies/codes of practice/legislation	AF/I	D5	Secondary Post – to offer science as a second subject.	
	E5	Working knowledge of national curriculum in specialist area, according to particulars of the post.	AF/I			



	E6	Understanding of statutory frameworks relating to teaching, according to particulars of the post.	AF/I			
	E7	Ability to organise, lead and motivate disaffected students	AF/I/R			
	E8	Ability to self-evaluate learning needs and actively seek learning opportunities.	AF/I			
	E9	Ability to relate well to both students and adults.	I/R			

<b>Skills</b>	E10	Be able to practically demonstrate a wide range of teaching skills.	I	D5	To be open to exploring new initiatives within Education.	I
	E11	To work well within a specialist team and have an understanding of the challenges working with students with SEN.	I/R	D6	To be able to work across all phases with a wide range of student abilities	AF/I
	E12	Be able to lead a class team	I/R	D7	An interest in education outside the classroom.	AF/I
	E13	Be able to liaise with multi agency staff	I/R	D8	An holistic /eclectic approach to education	AF/I

<b>Personal Attributes</b>	E14	Have an understanding of confidentiality when working with sensitive information	I			
	E15	Have a good sense of humour	I	D9	Be able to 'laugh at oneself', share both highlights and low times with supportive colleagues	I
	E16	Enjoy working with challenging students	I			
	E17	To be willing to undertake a wide variety of training and to embrace the aspect of life long learning.	AF/I			
	E18	To be self motivated	I			
<b>Special Requirements</b>	E19	DBS and disqualification by Association disclosures				

**Key – Stage identified**

AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References

## Additional information for candidates

This section contains the following information:-

- Application Guidance Notes
- Recruitment of Ex-Offenders Policy Statement
- An Application Form
- An Equality Monitoring Form

Unfortunately, although we appreciate the time you have spent completing your application, it is not possible for us to respond to all unsuccessful applicants. Therefore, if you do not receive a response to your application within four weeks of the closing date, please assume that on this occasion, your application has been unsuccessful. However, you can contact us on 01325 254000 to enquire whether you have been short-listed for interview.

### **THE EDUCATION VILLAGE ACADEMY TRUST APPLICATION FORM GUIDANCE NOTES**

#### ***Please read this information before completing the Application for Employment***

These notes are intended to help you complete your application form. The person specification provided with the details of the post lists the essential and desirable criteria against which each application will be assessed at each stage of the recruitment and selection process. Please note when the stage identified on the person specification includes "AF" you must show evidence on your application form that you meet this criteria.

The Application for Employment and Guidance Notes are available in alternative formats e.g. Tape, Braille and large print. Should you require an alternative format, please contact Judith Amerigo on 01325 254000.

#### **General Points**

Please complete the form using black type ink so that it can be photocopied. Please check that the form is for the correct post and take note of the closing date.

If you are applying for more than one post, a separate Application for Employment will need to be completed for each post for which you are applying.

The Academy Trust seeks to ensure that we appoint the right candidate to each job and that applications for employment are treated in a fair and consistent manner. Candidates are responsible for ensuring that they complete fully all sections of the application form in sufficient detail to ensure that the form can be properly assessed against the criteria shown in the person specification. Any information provided on CVs will not be considered for short listing purposes. If little or no information is provided on the application form, it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.

If you do not have enough space on the form at any point, you may continue on a separate sheet of paper. Please ensure that you write your name and the title of the post for which you are applying on any additional sheets

#### **Front Page**

The first section asks for some basic details about you. Please provide all the details as requested.

### **Present Employment**

Please provide details of your present post, as requested, including the period of notice to be given. If you are unemployed at the time of applying please indicate this.

### **Previous Employment**

Please provide full details of any previous posts you have held, starting with the most recent first. Please ensure you complete the “**reason for leaving**” column and **ensure you account for any gaps in employment**. (Please note that if you are not currently employed, have not been employed recently or have limited experience of employment, you do have the opportunity to give details of any other experience, voluntary work or private interests that you feel help you to meet the criteria on the person specification in the personal statement section of this form.

### **Education**

Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. Relevant certificates must support all qualifications and any appointment will be subject to the presentation of the original documents, but please do not attach them, as they will be requested at a later date.

### **Referees**

You must supply us with the names, designations and addresses of two people to whom we may ask for references. One **must** be your present or most recent employer and if you are a recent school leaver, one should be the Head Teacher of your last school. If you do not wish us to approach your referees prior to interview please indicate this and we will comply with this request, but please note that an appointment will only be confirmed once satisfactory references have been received.

### **Personal Statement**

Please use this space to give further details of experience and private interests relevant to your application. Please use additional sheets if required.

### **The Employment of people with Criminal Records**

The Education Village Academy Trust operates a policy on employing people with criminal records. The Academy Trust does not see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, you are required to disclose information concerning convictions including those which for other purposes are regarded as spent under the Act. A disclosure will be requested for the successful applicant for this job. The Academy Trust complies with the Code of Practice issued by the Disclosure and Barring Service, of which a copy is available upon request.

### **Disability**

The Education Village Academy Trust is positive about disability and welcomes applications from disabled people. Please complete the section on disability, which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and / or establish that you have a disability where this is an occupational requirement (Section 60 of the Equality Act 2010 refers). As a Disability Symbol User, the Academy undertakes to interview any applicant who declares a disability on the Application for Employment and who meets the minimum essential criteria for the job.

### **Driving ability**

Please answer the questions relating to driving ability in accordance with the requirements of the post.

### **Relationship with Members and Officers**

You are required to complete this section regarding your relationship with any Members or Officers of the Academy Trust. Failure to declare such a relationship could result in disciplinary action or dismissal.

**Finally please check that you have completed all sections of the Application for Employment and that you have signed it.**

### **Data Protection Disclaimer**

We will use the information you give on this form and any supporting information you provide for the purposes of the form/service. Additionally, we will also use the information for the purposes of the Academy Trust, and any other lawful purpose, and/or to provide you with information regarding other services and benefits to which you may be entitled.

### **Equality Policy**

The Education Village Academy Trust is an equal opportunities employer and is committed to equality for all in terms of our culture, service delivery and employment. The aim of the Academy Trust's Equality Policy, with regard to recruitment and selection, is to ensure that no job applicant receives less favourable treatment on the grounds of sex, marital status, race, colour, ethnic origin, age, disability, sexual orientation, religion or belief, political beliefs, unrelated criminal conviction(s), or indeed any of the areas listed in our policy.

N.B. The Equality Monitoring Form is not part of the selection process. It will be used purely to monitor the diversity of applicants, in line with the Academy Trust's Equality Policy.

### **Age**

The Academy Trust's application form does not ask an applicant's age, however there is a question on the separate equal opportunities monitoring form but this is not seen by those involved in the selection process. The Academy will consider all applications on merit.

### **No Smoking at Work Policy, Alcohol at Work Policy and Substance Misuse Policy**

The Academy operates the above policies for the health and safety of its employees. All applicants successful at interview will be required to comply with these policies.

### **Conditional Offer of Employment**

All job offers are conditional, subject to satisfactory pre-employment checks including references, DBS check (if applicable), proof of ID, qualifications (if applicable) and medical clearance by our Occupational Health Service.