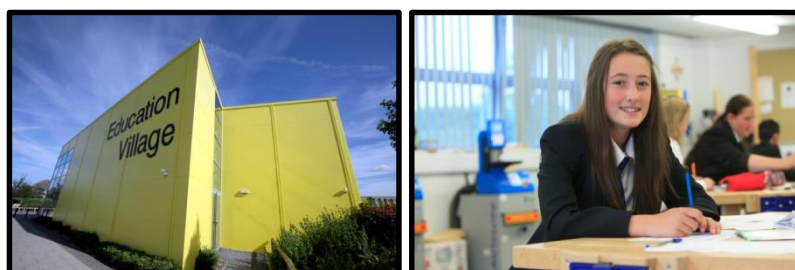




Pastoral Lead /SEN Teacher

Beaumont Hill Academy The Education Village Academy Trust

- Candidate Information
- Person Spec
- Additional Information



June 2016

Dear Candidate,

Thank you for your interest in the post of Primary Pastoral Lead and SEN Teacher within 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).

You will lead on the pastoral provision across the primary section of the special school. This will involve setting the strategic direction for pastoral improvement and raising standards. The post will contain a teaching commitment.

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

<u>POST TITLE :</u>	Pastoral Lead and SEN Teacher based within Beaumont Hill Academy
<u>GRADE :</u>	Main pay scale plus SEN 1/upper pay scale TLR 2C
<u>REPORTING RELATIONSHIP</u>	Reporting to the Assistant Head Primary, Beaumont Hill Academy
<u>JOB PURPOSE :</u>	Pastoral lead within primary department with oversight of behaviour and attendance. To teach pupils with a whole spectrum of special needs within Beaumont Hill Academy.

POST NO.

MAIN PURPOSE OF THE POST

The post holder will be expected to actively contribute to the development of policies and strategies of the Education Village Academy Trust, reporting to the Governing Body as appropriate. This is a middle leadership role, and the post holder will be expected to undertake a range of duties across the Education Village, commensurate with the grade.

TEACHING 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, appropriate and specific primary curriculum.
 - Undertake a comprehensive range of training some of which will be 'Team Teach'.
 - Create and maintain an appropriate working environment for SEN pupils.
 - Plan and deliver high quality learning activities.
 - Lead a team of classroom support staff
 - Assess and record learning outcomes
 - Report regularly on pupil progress
 - To devise and implement strategies related to good practice with SEN children
 - To have sensitivity to, and professionalism in discussing and reporting pupils learning and emotional and behavioural difficulties.
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LEADERSHIP RESPONSIBILITIES

In addition to those professional responsibilities which are common to all classroom teachers in the school, the post holder's key accountability will be to use his/her professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below and other associated duties as are reasonably assigned by the head teacher:-

Pastoral and TLR responsibilities

- Assist in the smooth running of the department at all times, including being responsible for management duties associated with the post.
- To undertake day to day management duties in the department
- Be aware of and support colleagues to comply with policies and procedures relating to child protection, health, safety and security and behaviour management, reporting all concerns to an appropriate person
- Support staff to make full use of the school's mechanisms to record pupils' behaviour.
- To establish good relationships with pupils as detailed in the school's aims and objectives, and other guidelines for staff, setting a good model for the staff group.
- To encourage pupils 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 pupils with guidance and counselling of a personal, social, and health education nature.
- To be aware of any issues regarding behaviour, safety and well-being of pupils within the primary department and alleviate difficulties by providing appropriate support for staff
- To prepare impact documents for the leadership team
- Contribute to relevant sections of the SEF as well as the School Raising Attainment Plan

Leading, developing and enhancing the practice of others

- Monitor the quality of learning including conducting learning walks, monitoring of school standards and bringing about improvement
- Use data to contribute to development planning and sharing judgements with teachers and support staff
- Liaise with BHA Leadership to streamline policy, procedures and practice for behaviour and safeguarding throughout BHA.
- Identify key professional development needs
- Ensure that these are addressed through the provision of high quality coaching and mentoring
- Liaise with the Assistant Head Teacher for Behaviour and Safety and other members of the pastoral team.
- To work effectively with other professionals including those from external agencies to maximise pupil progress
- Recognise own strengths and areas of expertise and use these to advise and support others.

Making an impact on the educational progress of pupils beyond those directly assigned

- Ensure that programmes of study are appropriate and relevant to all groups of pupils
- Ensure that pupils experience an educational programme that is personalised to the particular needs identified through a robust assessment system
- Liaise with external support agencies
- Liaise with the other leaders to ensure curriculum continuity and progression
- Be responsible for the monitoring, evaluating and updating of developments in assessment
- Attend and lead training as necessary.

General

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

The post holder must carry out his/her duties with full regard to the Trust'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 AN ENHANCED DBS DISCLOSURE AND DISQUALIFICATION BY ASSOCIATION DISCLAIMER. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE AND RECHECKING AS APPROPRIATE

Date: September 2015

**THE EDUCATION VILLAGE ACADEMY TRUST
PERSON SPECIFICATION –SEN CLASS TEACHER/ TLR2C PASTORAL LEAD
BEAUMONT HILL ACADEMY**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	Educated to Degree level in appropriate subject	AF/C	D1	Qualification of training in SEN	
	E2	Recognised Teaching qualification	AF/C			
Experience & Knowledge	E3	Demonstrable success in raising and achieving high standards as well as meeting challenging targets when teaching children with SEN	AF/I/R			
				D2	Experience of managing, developing, inspiring and motivating staff.	AF/I/R
	E4	Knowledge of the SEN teaching strategies and related methodology	AF/I/R	D3	Experience of managing change.	AF/I/R
	E5	Experience of pupil progression	AF/I/R	D4	Experience of coaching or mentoring staff	

	E6	Experience of dealing with SEN pupil discipline effectively, and developing and promoting home to school links	AF/I/R	D5 D6	An understanding of the implications for safeguarding pupils with SEN Knowledge of Early Years Provision	
	E7	Have experience in meetings with parents to ensure the best outcomes of students.				
Skills	E8	Excellent oral and written communication skills with an ability to negotiate at all levels.	I/P			
	E9	Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines	I/P			
Personal Attributes	E10	High personal standards of integrity and probity.	I			
	E11	Enthusiasm, vision, drive, adaptability and resilience.	I/P			
	E12	Commitment to personal development				
Special Requirements	E13	Be willing to work outside normal hours.	I			
	E14	To be flexible in order to meet the demanding nature of this role.	I			
	E15		D			

		DBS disclosure and Disqualification by association declaration				
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Key – Stage identified	
AF	Application Form
C	Certificates
D	Disclosure/Declaration
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.