



# **Candidate Pack**

# **CLASS TEACHER**

## **Booker Park School**

Stoke Leys Close, Aylesbury HP21 9ET

**Telephone: 01296 427221**

**Email: [recruitment@thevalefederation.com](mailto:recruitment@thevalefederation.com)**

## **Inspire - Enable - Achieve**





## Welcome

### Dear Prospective Candidate,

Thank you for your interest in the position of **Class Teacher** at Booker Park School.

**Booker Park School** is part of The Vale Federation, with Stocklake Park its secondary counterpart, sited in Aylesbury across 2 locations. We support children and young people who are amongst the most vulnerable in our society. All children within the school have severe or profound learning difficulties and come to us as our specialist provision is required to support their often wide ranging needs.

Staff working at our schools make a difference to the lives of every child who comes to our school. We work together closely as teams, devising learning programmes alongside highly trained professionals, including speech, occupational and physio therapists to ensure each individual pupil has the best possible chance of reaching his or her potential. Parents tell us the difference our staff make to the lives of their children is impossible to measure. We build strong relationships with children and their families to make the small steps of steady progress that result in big achievements for our youngsters .

Teaching in our school environment is unlike any other experience you are likely to encounter. You have the opportunity to shape and develop the children in your class to enable them to realise goals that make a meaningful difference to their lives, and the lives of their families. The rewards from the role are unparalleled, as you develop and build trusting relationships with the amazing children that come to us. Working as part of a team to help children make steps towards their goals, you'll have the support of experts in the shape of speech and language therapists, occupational therapists, physiotherapists and a specialist autism teacher. You do not need to have had extensive training prior to starting, just an enthusiasm to work with children and a willingness to learn. We offer comprehensive training from our many in house experts, a full induction programme, and numerous career specialisms as you progress.

We take care of our staff. There is a regular wellbeing forum where all staff are represented, we have spacious well-resourced staffrooms with kitchen and IT facilities, a weekly staff bulletin which highlights many of the corporate benefits of being a staff member within Buckinghamshire Council , free on-site parking, and an open-door policy to all on the Leadership Team.

We are a welcoming, forward-thinking, hard-working team and hope you'll take this opportunity to consider joining us. If you would like to find out more about the role or to arrange a tour of the school, please contact the HR Team at [recruitment@thevalefederation.com](mailto:recruitment@thevalefederation.com). We hope to receive your application and meet you in the near future.

Yours faithfully,

Bradley Taylor  
Principal

Steve Parkinson  
Business Director



## Vision

Through a multi-professional approach, we will create a high quality, inclusive, happy and safe school environment where pupils with a range of learning difficulties are:

- Inspired to engage in learning
- Enabled to realise their greatest level of independence and emotional resilience
- Supported to recognise and celebrate their achievements now and in the future

## Inspire - Enable - Achieve





## Values

### **Excellence:**

We aim for our pupils to give their best in everything that they do. We recognise all their small steps of progress and their achievements. Whatever the child's starting point, we have high expectations of them. All children can make progress with their academic skills, their physical skills, their communication skills, and their personal development. Staff have high expectations of themselves and fulfil their role to a standard of excellence.

### **Trust:**

We aim for our pupils to learn in a school environment that is safe and secure, and to develop trusting relationships with others. Over time, we want our pupils to develop a sense of responsibility. We aim for children to develop an awareness of who they can trust in the wider community. Staff always act in a trustworthy manner. They are honest and reliable at all times.

### **Courage:**

We aim for our pupils to show courage in the challenges that they will face in life. It takes courage to have the confidence to have a go, to be willing to make mistakes, and to bounce back after a mistake. Staff model being courageous and support children's resilience.

### **Determination:**

We aim for our pupils to always persevere, even when something may be difficult, to keep going and not give up, and to develop a positive "can do" attitude. Staff are unfailingly determined to support pupils in achieving their very best.

### **Kindness:**

We aim for our pupils to show kindness to others. We value being polite, friendly and welcoming to others. Staff always act in a manner that demonstrates kindness towards children and towards each other. Staff are positive role models for children.

### **Friendship:**

We aim for our pupils to develop communication and social interaction skills in order to develop positive friendships with others, and to take pleasure in shared experiences. Staff demonstrate friendship by being caring, supportive, having fun, and sharing ideas.

### **Respect:**

We aim for our pupils to learn and develop in a school environment that promotes tolerance and respect for individual differences, abilities, needs and beliefs. We aim for our pupils to develop into individuals who respect themselves and respect others by treating them with consideration and care, and recognising that not everybody is the same. Staff are positive role models at all times and demonstrate their respect for others through their behaviour.

### **Equality:**

We aim for our pupils to experience a school environment in which fairness is promoted. Equality is achieved by understanding that individuals need different levels and types of support to achieve their goals. Staff are committed to ensuring that each individual has their needs well met.





# Job Description

<b>School Name</b>	<b>Booker Park</b>
<b>Post</b>	<b>Teacher</b>
<b>Responsible to</b>	<b>Deputy Head</b>
<b>Salary</b>	<b>M1 to M6 £30,000 to £41,333</b>

## Job Summary

To take responsibility for the education and welfare of a designated group of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LA and school policies.

## Role

- To take responsibility for planning and implementing appropriate work programmes for all children in the designated group, within the framework of national and school policies.
- To maintain assessment records and report on pupils' progress and attainment in accordance with school policy.
- To have an impact on the wider school community by engaging with, implementing, or leading on school improvement actions (dependent on pay-scale).
- To follow safeguarding policies and procedures.
- To lead and manage additional adults within the classroom, including carrying out annual appraisals and target setting, to ensure they have maximum impact on pupil progress.
- To support the wellbeing of the class team (pupils and staff) and promote positive attitudes.
- To ensure a close match between the learning experiences offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
- To make appropriate educational provision for children with Special Educational Needs and those learning English as Additional Language.
- To ensure that the school curriculum is delivered using a method that is appropriate for each individual child, usually through practical, hands on activities and experiences.
- To provide children with opportunities to manage their own learning and become independent learners.
- To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and behaviour management.
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
- To liaise and work cooperatively with other professionals supporting teaching and learning (speech and language therapists, occupational therapists, physiotherapists and specialist teachers) including engaging in multi-disciplinary meetings and joint assessments.



# Job Description

- To implement recommendations from therapists and specialist teachers both in terms of classroom environment and curriculum delivery.
- To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
- To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
- To ensure that the school's aims and objectives in relation to the curriculum, safeguarding, equal opportunities and behaviour management are promoted in every day classroom organisation and practice.
- To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
- You are responsible for checking emails regularly and keeping up to date with all school and Federation communication

## Safeguarding Statement

The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check and have a cleared Enhanced Disclosure & Barring check. An online search (including social media checks) will be carried out for all shortlisted candidates as part of our recruitment process.

*This job description describes in general terms the normal duties which the post-holder will be expected to undertake. In addition, duties may vary from time to time. The job description may be changed at any time, after consultation with the employee.*



# Person Specification

**School Name**

**Booker Park**

**Post**

**Teacher**

**Responsible to**

**Deputy Head**

**Salary**

**M1 to M6 £30,000 to £41,333**

Factors	Essential	Desirable	Assessment Method
<b>Education, Training and Experience</b>	<p>Qualified teacher Status</p> <p>Evidence of commitment to own professional development</p> <p>Proven excellence as a classroom teacher</p> <p>Working within a team</p>	<p>Degree</p> <p>Additional SEN Qualification</p> <p>Further/continued CPD</p>	<p>Certificates at interview</p>
<b>Professional Knowledge, understanding and skills</b>	<p>What constitutes quality and high standards in learning and teaching</p> <p>Inclusion and strategies for engaging all learners</p> <p>What constitutes appropriate and successful relationships with children</p> <p>Achieving and sustaining high standards</p> <p>Up to date with current developments in curriculum and initiatives</p> <p>Ability to work well with parents and carers</p> <p>Able to motivate pupils with a commitment to using inclusion strategies to maximize the potential of all pupils.</p> <p>Experienced in assessment and planning individual programmes for children with special educational needs.</p> <p>Using a positive approach to promote learning and excellent behaviour</p> <p>Confident and competent user of ICT</p> <p>The National Curriculum and its assessment</p> <p>Principles underlying excellence and enjoyment in education</p>	<p>How the curriculum supports the ethos and values of a school</p> <p>Support for an enriched curriculum through out of hours learning and educational visits</p>	<p>Application form</p> <p>References</p> <p>Interview</p>



# Person Specification

## Professional Values

Working constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Ability to follow directions and take own initiative

Flexible, adaptable and supportive

Support for an enriched curriculum through out of hours learning and educational visits

## Personal Qualities

Passionate about teaching and learning

Displays warmth, care and sensitivity in dealing with children

Open minded, self-evaluative and adaptable to changing circumstances and new ideas

Able to enthuse and reflect upon experience

Willingness to be involved in the wider life of the school

Ability to work cooperatively and collaboratively

Have good organisational skills and be able to manage a diverse workload

Good interpersonal/ communication skills

Ability to maintain a good sense of humour, a willingness to learn and to continue to strive for excellence

Very good attendance record

Insight into what is important in our school

Brings personal interests and enthusiasms to the school community

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# Staff Code of Conduct

**Every member of staff has an important part to play and as role models, need to deliver and uphold certain values. Here is our Staff Code of Conduct Summary Statement, to support this being a great place to work:**

## **Safeguarding pupils**

All staff members have a responsibility to safeguard pupils and protect their welfare.

## **Appearance and dress**

Dress in a manner that is appropriate to their role

## **Attendance**

Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

## **Professional behaviour and conduct**

Staff members are expected to treat other colleagues, pupils, parents/carers, and external contacts with dignity and respect.

## **Responsibility**

All employees must take responsibility for their own actions and be accountable for these.

## **Respect**

Employees should recognise and respect the work demands of, and contributions made by, others within the workplace.

## **Honesty & Integrity**

All employees must perform their duties with integrity and be open and honest in their dealings and communications with others

## **Health and safety**

Comply with health and safety regulations and school policies, using any safety equipment and protective clothing which is supplied to them, ensuring we keep everyone as safe as possible at all times

## **E-Safety**

Staff will ensure all e-safety policies are adhered to, protecting themselves, the pupils and school community

## **Photography and Videos**

Staff will ensure that no personal devices are used in school at any time, protecting the rights of everyone

## **Data protection and confidentiality**

Staff will respect and adhere to the protection of personal data and confidentiality of all information for all pupils, staff and the school community



## About the role

<b>Start Date:</b>	For further details please visit <a href="http://www.thevalefederation.com/careers/current-vacancies/">www.thevalefederation.com/careers/current-vacancies/</a>
<b>Weekly Hours:</b>	32.5 hours
<b>Annual Weeks:</b>	52 weeks
<b>Salary:</b>	Salary range: M1 to M6 £30,000 to £41,333
<b>Annual Leave (if applicable):</b>	Not applicable
<b>Application Closing Date:</b>	For further details please visit: <a href="http://www.thevalefederation.com/careers/current-vacancies/">www.thevalefederation.com/careers/current-vacancies/</a> <i>We reserve the right to close this vacancy early if a candidate is appointed.</i>
<b>Interview Date:</b>	To be conducted as suitable candidates apply.
<b>Recruitment Process Summary:</b>	Visits to the school are warmly welcome. To arrange a visit or to find out more about the role, please contact Lynne Worley at <a href="mailto:recruitment@thevalefederation.com">recruitment@thevalefederation.com</a> . For further information on our recruitment process please visit our website.
<b>Safeguarding Statement:</b>	The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check and have a cleared Enhanced Disclosure & Barring check. An online search (including social media) will be carried out for all shortlisted candidates as part of our recruitment process.



# Benefits

**Employer Contribution Pension Scheme, with Life Cover**

**Employee Assistance Programme**

**Staff Wellbeing Forum**

**Staff Room with Resourced Kitchen**

**Free On Site Secure Parking**

**Long Service Awards**

**Staff discount at local gyms, restaurants, theatre & coffee shops**

**Discounts on local bus and train travel**

**Staff Weekly Information Briefings**

**Training and Professional Development**

**Career Development Opportunities**

**Staff Update Bulletins & Newsletters**

**Discounts On Hiring Our Facilities**

**Staff Events**

**Annual Flu Vaccination**



**Booker Park**

# Gallery

