



Hawkins Crescent
Shoreham by Sea
West Sussex
BN43 6TN

Headteacher: Isabel Robson

Telephone number: 01273 596904
Website address: www.héronsdale.co.uk

**Hérons Dale Primary School
Teacher Vacancy
Candidate Information Pack**

Dear Candidate,

Hérons Dale Primary School is a Generic Special Primary School catering for 149 pupils aged between 4-11 years old. Our pupils have a variety of learning difficulties and associated special needs.

I am delighted that you have requested further information for our current vacancy. We are looking for a teacher with experience of SLD or SEMH to join us and become part of our successful team, giving the very best support to our community every day, because at Herons Dale Primary School 'We can do anything'. This is a fantastic opportunity to work in an engaging and rewarding environment, supporting the learning of our young people with severe learning needs.

As part of Herons Dale's vision and values we are committed to supporting inclusion and diversity to recruit colleagues who reflect our local community. We are aware that we have more work to do in this space and are committed to learn and make the required changes.

Hérons Dale Primary School offers:

- Excellent CPD opportunities
- A range of employee support and wellbeing benefits including free exercise and yoga classes and access to the WSCC Employee Assistance Programme (EAP), counselling and contributions towards medical costs and an exclusive rewards platform.

We are committed to providing an excellent education for all students so that they develop the communication, social, life and vocational skills necessary to take an active role as citizens in the local, national and international community.

In this role you will gain a wealth of experience and we can offer a solid training package to help you flourish in your role. Most of all we offer a welcoming team environment where everyone's contribution to the community is noticed and acknowledged.

Are you ready to take your place in the Herons Dale team? I am really looking forward to receiving your completed application.

Yours sincerely

Isabel Robson
Headteacher





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Job Advert

Salary: MPS/UPS + SEN Allowance

Contract Type: Permanent

Working Pattern: Full time

Location: Herons Dale Primary School

Interviews: Week commencing 19th October 2026

Start Date: January 2027

Closing Date: 15th October 2026

Please apply by letter and application form, stating how you meet the criteria in the Person Specification and how you would be able to deliver the required elements specified in the job description.

WHAT YOU NEED TO SUCCEED

To be successful in this role you will need to:

Essential Qualifications and Experience

- Qualified Teacher Status
- Evidence of Continuing Professional Development.
- Ability to deliver a differentiated curriculum to pupils depending on their individual needs.
- Experience of managing an effective classroom environment to support pupil learning and positive behaviour.

Personal Qualities

- Evidence of the ability to consult and seek advice and professional support as necessary.
- Evidence of the ability to listen and communicate effectively both orally and in writing to a variety of audiences.
- The ability to remain calm and reflective when working in a challenging environment.
- Ability to complete tasks in a timely manner and take up opportunities that are made available to them.

Knowledge, Skills and Abilities

- Evidence of successful teaching experience to provide excellent practice to staff and raise the quality of standards in teaching and learning.
- Evidence of the ability to work co-operatively with multi-disciplinary professionals, governors and other agencies.
- Proven ability to use ICT in the organisation and management of their role.
- Evidence of developing effective communication strategies with all pupils.





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- Evidence/awareness of varied behaviour strategies and approaches to support complex needs.
- Evidence of keeping up to date with developments in education and research.
- A detailed knowledge of health, safety and safeguarding issues.





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JOB DESCRIPTION

Class Teacher – MPS/UPS plus SEN allowance

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained within Parts XI and XII of the School Teachers' Pay & Conditions Document.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the head teacher.

Areas of Responsibility and Key Tasks

a) Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- providing clear structures for lessons maintaining pace, motivation and challenge;
- ensuring coverage of programmes of study as outlined in the school's curriculum taking into account national and local policies;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework (where appropriate);
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support
- taking account of pupils' needs by providing structured learning opportunities;
- encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively as appropriate to their level of development;
- using a variety of teaching strategies which involve planned adult intervention, first-hand





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experience and play and talk as a vehicle for learning;

- using a variety of strategies and techniques to support emotional and sensory regulation.

b) Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching to ensure pupils continued progress;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- undertake assessment of students as requested by examination bodies, departmental and school procedures;
- prepare and present informative reports to parents.

c) Curriculum Development

- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance
- Contribute to the whole school's planning activities

d) Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- have good knowledge of subject(s) or specialism(s) to enable effective teaching;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- contribute positively and effectively to the Every Child Matters agenda, the promotion of British Values and to Spiritual, Moral, Social and Cultural development;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
- take part in liaison activities such as Open Evenings, Parents Evenings, and events with partner schools within the local community;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for own professional development and duties in relation to school policies and practices;





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- liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



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Person Specification for MPS/UPS Teacher at Herons Dale Primary School

	Essential	Desirable
Qualifications		
Qualified Teacher Status / GTC Registered	X	
Experience		
Experience of teaching children and young people with Severe and/or Profound and Multiple special educational needs	X	
Experience of working with children and young people with special educational needs in a special school setting (MLD, SLD, PMLD, ASC etc)		X
Skills and Qualities		
Good organisational skills	X	
Good oral and written communication skills	X	
Ability to work proactively	X	
Good general IT skills so can use ICT effectively to support learning including use of other technology – camera, photocopier	X	
Ability to relate well to children and adults	X	
Knowledge and Understanding		
Have a detailed knowledge of the relevant aspects of National Curriculum, and/or Early Years Foundation Stage and other statutory requirements and have knowledge/to have used other relevant curriculums e.g. Equals, Penny Lacey, ImPACTS	X	
Understand how pupils' learning is affected by their physical, intellectual, emotional and social development	X	
Knowledge of appropriate assessment approaches related to the National Curriculum or Early Years Foundation Stage	X	
Knowledge of the national and local issues regarding special educational needs, inclusion and special school provision		X
Awareness/experience of using strategies to support pupil's emotional regulation		X
Planning, Teaching and Class Management		
Commitment to the promotion of social and emotional development, positive behaviour and preparation for the future	X	
Able to plan effectively to ensure that all pupils, regardless of ability, race, ethnicity, religion, gender or home language, can make progress	X	
Able to closely monitor the progress of pupils and plan the next steps in learning	X	
Able to write targets for pupils that are realistic, achievable and measurable	X	





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	Essential	Desirable
Able to plan suitable, well resourced, learning activities to engage and motivate pupils	X	
Able to secure a good standard of behaviour in the classroom by establishing appropriate rules and high expectations of behaviour within the context of the school's behaviour policy	X	
Ability to use accommodation to create a safe, effective and stimulating environment.	X	
Ability to use ICT to plan and deliver curriculum where appropriate-relevant school related ICT training or similar competence	X	
Interest in identification of Special Educational Needs, assessment and planning for SEN (MLD, SLD, PMLD, ASC etc)	X	
Monitoring, Assessment Recording Reporting and Accountability		
Ability to assess pupil achievements accurately	X	
Be able to set clear targets for pupil achievement	X	
Be able to present reports and information to parents and carer	X	
Be able to liaise effectively with parents, carers and care staff	X	
Ability to liaise appropriately with other Governors, agencies and wider community	X	
Experience or understanding of effective teaching strategies for pupils with Severe and/or Profound and Multiple SEN	X	
Ability to use ICT to record pupil assessments and review progress	X	
Other professional requirements		
Ability to manage teaching assistants and liaise with other support staff, involving them, where applicable, in planning and management of pupils learning	X	
Ability to work well in a team	X	
Ability to take responsibility for managing own professional development	X	
Able to take responsibility for implementing school policies and practices	X	
Ability to motivate staff and set example of high personal standards.	X	
Knowledge and understanding of Every Child Matters, British Values and Spiritual, Moral, Social and Cultural development		X
Ability to safeguard and promote the welfare of children including: - Ability to form and maintain relationships and personal boundaries. - Emotional resilience in working with challenging behaviour or difficult situations requiring tact and confidentiality. - Appropriate attitudes to care, use of authority and maintaining good pupil behaviour.	X	





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Additional information

We hope that you have found this pack useful. Please do take a look at our website as well for more information about the school – www.héronsdale.co.uk

Hérons Dale Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

For more information please reach out to Jenny Birch, School Business Manager on sbm@heronsdale.co.uk

How to apply

Please send completed application forms and supporting letters to sbm@heronsdale.co.uk ahead of the closing date.

Data protection

All information is stored securely and processed appropriately. Any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates in accordance with our retention policy.

Safeguarding commitment

Hérons Dale Primary School and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

