



# Class Teacher x2

**Richard Cloudesley School**

**9:00am, Friday 15th October 2021**  
**RCL/884**

*An 'outstanding' school for  
80 pupils aged 2-19 years.  
Our pupils are very happy  
at school  
and are encouraged to  
learn, achieve and be  
independent*



**CLOSING DATE: 9:00am, Friday 15<sup>th</sup> October 2021**



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**Richard Cloudesley Outreach Service**  
Golden Lane Campus, 101 Whitecross Street,  
London EC1Y 8JA  
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**Head of Service:** Anne Corbett  
**Administrator:** Dawn Frampton  
**Email:** [outreach@cloudesley.islington.sch.uk](mailto:outreach@cloudesley.islington.sch.uk)  
[www.cloudesley.islington.sch.uk](http://www.cloudesley.islington.sch.uk)

## Class Teacher x2

**Apply by:** 9:00am Friday, 15<sup>th</sup> October 2021

**Salary Grade Range:** Main Pay Range to Upper Pay Range plus Maximum SEN Allowance

**Salary Range:** £32,157 - £50,925 plus £4479 per annum

**Contract Status:** Permanent

**Working Pattern:** Full-Time, 32.5 hours per week (part-time considered)

**Required for:** January 2022

Richard Cloudesley School is a four times outstanding special school for pupils aged 2-19 with severe physical and complex learning needs. We are on two sites, co-located with mainstream partners and based in Islington. We wish to appoint two class teachers for mixed ability classes who are keen to contribute to the vision and ethos of our exciting school. In the first instance, one post is based in our primary department and the other in our secondary department. The successful candidate must also:

- Be a resilient, dynamic, innovative and exceptional class teacher;
- Be able to work in close partnership with families and healthcare professionals to support young people's cognitive, communication, emotional, physical and sensory development;
- Have excellent communication skills and be able to work effectively with all members of our community;
- Be able to motivate, lead and inspire young people;
- Have energy, enthusiasm, a positive attitude to life and a love of learning;
- Be able to lead a team of classroom based teaching assistants to maximise young people's learning;
- Understand the role of assessment in supporting students to make the best possible progress in all aspects of their learning.

As well as teachers with a special school background, applications from mainstream teachers are welcome, including those with primary or secondary experience. Although the posts are full time, we are happy to consider applications from candidates preferring to work part time hours.

To apply for this post, please visit [www.islington.gov.uk/jobs](http://www.islington.gov.uk/jobs). If you need assistance, please email HR Team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting job reference **RCL/884**.

**School visits are essential. Please contact Sarah Kelly, Business Manager on 020 7704 8127 ext. 5504 or email [sarah.kelly@cloudesley.islington.sch.uk](mailto:sarah.kelly@cloudesley.islington.sch.uk) to make an appointment.**

**Closing date:** 9:00am, Friday 15<sup>th</sup> October 2021

**Interview date:** Tuesday, 19th October 2021

***Richard Cloudesley Outreach Service is committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. We welcome job share applications, applications from members of minority ethnic communities and those with disabilities. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.***

# JOB DESCRIPTION

**Postholder:**

**Post Title:**

Class Teacher

**Grade:**

MPS / UPS + MAX  
SEN

**School:**

RICHARD CLOUDESLEY SCHOOL

**Section:**

EDUCATION

This job description should be read alongside the range of duties of teachers set out in the annual School Teachers' Pay and Conditions Document.

Members of staff should at all times work within the framework provided by the School's Policy statements to fulfil the general aims and objectives of the School Development Plan.

The postholder candidate will agree major objectives with the headteacher. These objectives will include:

1. Achieving the highest possible standards of Education for pupils in the allocated class;
2. The creation and development of whole school policies and programmes to meet the needs of pupils and to improve the level of achievement in the area of responsibility across the school;
3. Establishing and exercising a clear leadership and management role in relation to area of responsibility within the school.

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## **Purpose of the Job:**

To ensure the highest possible of standards of education of the pupils for whom the teacher has class/group responsibility - socially, emotionally, physically, intellectually and aesthetically.

To ensure the development of pupils and colleagues through a particular area of responsibility.

To assume continuity of policy and curriculum throughout the school within a specific area of responsibility promoting equal opportunities for all.

## **RESPONSIBILITY**

The teacher is responsible to the headteacher.

## **LIAISON AND CO-OPERATION**

The teacher will work in liaison, contact and co-operation with:

- other members of staff including therapists;
- members of borough support and advisory services;
- organisations and networks relevant to the teacher's specialism or subject;
- parents, governors and the local community.

## POLICY AND LEGAL FRAMEWORK

The teacher will work within the framework of:

- national legislation, including Education Acts from 1944 to 1993, the SEN Code of Practice and the School Teachers' Pay and Conditions Act 1991;
- school policies and guidelines on the curriculum and school organisation;
- LEA policies and guidelines, in particular those relating to particular those relating to curricular aims and principles, and to race and gender equality and to special educational needs.

## TASKS AND DUTIES

### **General Duties**

- To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in the class.
- To take account of the special educational needs and disabilities in all planning and preparation of lessons.
- To teach a class or classes, groups or individual pupils; to set tasks to be undertaken both at school and elsewhere, having regard for the requirements of the National Curriculum.
- To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety and to develop relationships with and between pupils conducive to optimum learning.
- To maintain an attractive and stimulating learning environment and to contribute to displays in the school as a whole.
- To mark and assess pupils work and to record their development, progress and attainment, both at school and elsewhere and to inform future planning and ensure differentiation.
- Ensure individual education plans are drawn up for each pupil in the class.
- To conduct a regular review and assessment of pupils' progress in relation to targets set on individual education plans.
- To prepare a written report in preparation for the annual review for each pupil in the class.
- To write annual reports for parents following the format within school policy.
- To provide or contribute to oral and written assessments, reports and references, both at school and else where, relating to the development and learning of individual pupils and groups of pupils.
- To manage the class team of teaching assistants.
- To build and maintain co-operative relationships with parents and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
- To take part in whole school reviews of policy and aims and in the revision of formulation guidelines.

- To evaluate and review own teaching methods, materials and schemes of work and to make changes as appropriate.
- To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings and to participate in national or local arrangements for appraisal of staff performance.
- To take part in the corporate life of the school by, for example, attending assemblies, registering the attendance of pupils and supervising pupils before and after school lessons.
- To supervise and so far as practicable to teach any pupils whose teacher is absent.
- Other non-recurring duties as requested by the Headteacher.
- To actively promote equality of opportunity for pupils in their access to and participation in all aspects of the curriculum.

Title of the post to which I normally report is:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Job Description prepared by:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## PERSON SPECIFICATION

**Postholder:** \_\_\_\_\_

**Post Title:** Class Teacher

**Grade:** MPS / UPS + MAX SEN

**School:** RICHARD CLOUDESLEY SCHOOL

**Section:** EDUCATION

You must demonstrate on your application form that you meet the following essential criteria:-

The following criteria will be used for selection purposes:-

### Essential

1. UK Qualified Teacher Status
2. At least two years teaching experience within the last seven years.
3. At least two years experience as a class tutor in a mainstream or special setting.
4. An understanding of the educational needs of pupils with severe and complex learning difficulties.
5. The ability to manage pupil behaviour.
6. Evidence of training in ICT.
7. Evidence of managing teaching assistants.
8. The ability to work in a multi-disciplinary team.
9. Evidence of keeping records and writing Individual Education Plans.
10. Ability to adapt the curriculum to meet a wide variety of physical and learning needs.
11. An understanding of equal opportunities in relation to physical disability.

### Desirable

1. A good understanding of education in a special school.
2. Knowledge of communication systems for pupils who use alternative means of communication.



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## Selection Process & How to Apply

### Application deadline

Completed application forms must be received by **9:00am, Friday 15<sup>th</sup> October 2021**.

Please apply online at <http://jobs.islington.gov.uk/disciplines> following the jobs link. Should you have any queries please email us at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference **RCL/884**.

### Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

### Selection procedure

Shortlisted candidates will be given more details. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone, e-mail or fax) are clearly identifiable from the application form, so that your confidentiality is maintained.

In addition, please note the following:

- CVs will not be accepted.
- References will be sought for shortlisted candidates prior to the interview date.

### References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

### Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



## Guidance for candidates applying for a job with schools

**Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.**

### General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

### Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK\*. Verification of identity is required before confirmation of appointment.

\*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

### Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

### Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

### Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

### Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

### Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

### References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

#### **Disclosure & Barring Service / Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

#### **Additional Information for people considered to have a disability under the Equality Act**

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

#### **Declaration**

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

#### **Equal Opportunities Monitoring Information**

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.