

***Class Teacher***

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## **RECRUITMENT INFORMATION PACK**

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The Pinetree School opened in September 2013. The school is designated for 40 places at Key Stage 3 and 4 and is intended to support those learners whose behavioural needs could not be met within a mainstream environment. We believe strongly in the right of all children to a high standard of education in line with their peers in mainstream schools.

The school became part of the Unity Education Trust in January 2020 and is undergoing a period of rapid improvement.

The current cohort are commissioned largely by Norfolk County Council with placements for a small number of children from Suffolk County Council. The student profile is has a consistent history of challenging behaviour, exclusion from school, substance abuse, offending and safeguarding concerns. The School provides these young people with a new chance of success and a place of safety in a hectic and often incoherent world.

## Job Description

Job Title	Class Teacher/Instructor –
Section	The Pinetree School
Location	The Pinetree School, Thetford
Grade	MPS + SEN Allowance or UQT
Responsible to	Assistant Head
Responsible for	Providing specialist support and teaching for children experiencing difficulty with social, emotional and behavioural development, with a specific focus on the delivery of the DT/ICT curriculum
Effective Date	1 September 2020

Role and Context	
Job Purpose	<p>Working within and subject to Teachers' Pay and conditions <u>teachers will:</u></p> <ul style="list-style-type: none"> <li>• Work within the graduated framework of The Pinetree School providing individual and group teaching and support for pupils, with a specific focus on the delivery of a Design and Technology and ICT Curriculum.</li> </ul>
Context	<p>The Pinetree School opened in September 2013. The school is designated for 40 places at Key Stage 3 and 4 and is intended to support those learners whose behavioural needs could not be met within a mainstream environment. We believe strongly in the right of all children to a high standard of education in line with their peers in mainstream schools.</p> <p>The school became part of the Unity Education Trust in January 2020 and is undergoing a period of rapid improvement.</p> <p>The current cohort are commissioned largely by Norfolk County Council with placements for a small number of children from Suffolk County Council. The student profile is has a consistent history of challenging behaviour, exclusion from school, substance abuse, offending and safeguarding concerns. The School provides these young people with a new chance of success and a place of safety in a hectic and often incoherent world.</p>
Other Job Information	The post-holder is required to work with vulnerable pupils, staff and parents in a range of settings including within the Unity Education Trust, schools and other alternative provision venues.

<b>Principal Accountabilities (in order of importance)</b>	
<ol style="list-style-type: none"> <li>1. To develop, lead and teach a Design Technology and ICT curriculum to small groups of students with SEMH needs alongside</li> <li>2. Take responsibility for teaching, planning, assessing and evaluating curriculum subjects and leading specialist sessions.</li> <li>3. Undertake specialist assessment and interventions for pupils with complex difficulties becoming the lead teacher for defined groups or subject areas. Providing information, advice and guidance to school staff and providing for and managing interventions to support pupils. Within lessons, group and individual work supporting, supervising and planning the work of Specialist Support Assistants/Teaching Assistants.</li> <li>4. Observe, assess and evaluate pupil's performance and development, maintaining accurate and complete records of progress. Reporting to Leadership team, parents/carers and when required other professionals.</li> <li>5. Provide statutory or general advice, when required, to a quality standard and within mandatory time scales</li> <li>6. Undertake activities which contribute to meeting school targets, e.g. reductions in exclusions, increased attendance and improving attainment and achievement against a range of indicators and pupil outcomes, providing records of assessments and outcomes as required.</li> <li>7. Contribute to an area of The Pinetree School specialist development linked to subject specialism and strategies for working with challenging pupils.</li> <li>8. Contribute to, and participate in the whole school performance management process including the review of colleague's performance.</li> <li>9. Attend and contribute to multi-agency case conferences, offering a range of interventions to meet assessed needs, providing feedback and reports to the leadership team.</li> <li>10. Contribute to the development of an engaging curriculum for all key stages ensuring use of ICT and other technologies across the curriculum.</li> </ol>	

<b>Person Specification</b>	
This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.	
Qualifications	<ul style="list-style-type: none"> <li>• Graduate with Qualified Teacher Status</li> <li>• Recent relevant professional development</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Teaching experience within a mainstream, special or PRU school at primary or secondary level</li> <li>• Significant experience of working with vulnerable pupils within schools and other settings</li> <li>• Curriculum planning and assessment</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to plan and implement effective actions for pupils at risk of underachieving</li> <li>• Able to use a range of ICT equipment to support learning including e learning programmes for pupils</li> <li>• Experience of working with a range of support services/providers as part of multi-disciplinary and agency planning and interventions</li> </ul>
Skills/Knowledge	<ul style="list-style-type: none"> <li>• Understanding of the principles of Art/Science provision</li> <li>• Able to teach at least one core subject at primary and/or secondary level</li> <li>• Good working knowledge of Special educational needs, code of practice etc.</li> <li>• Understanding of principles of child development and learning processes and in particular, barriers to learning <ul style="list-style-type: none"> <li>▪ Full working knowledge of relevant policies/codes of practice/legislation</li> <li>▪ Working knowledge of National Curriculum and other relevant learning programmes</li> <li>▪ Working knowledge of child protection procedures, health and safety procedures, Disability Equalities Scheme/Act, confidentiality and data protection policy and procedures.</li> <li>▪ Effective use of ICT to support learning</li> <li>▪ Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these</li> </ul> </li> <li>• Strategies for school improvement – assessing needs, data analysis, coaching and mentoring staff</li> <li>• Strategies for developing effective teaching and learning for vulnerable and challenging pupils</li> <li>• Strategies and interventions for ensuring good behaviour management</li> <li>• Ability to support, motivate and inspire others</li> <li>• Ability to work effectively with NCC Children's Services staff, pupils, management committee members, parents/carers and the community</li> </ul>

#### **General Information**

- The job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant Trust and Academy policies and procedures, within legislation, and with regard to the needs of our students.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by the Assistant Headteacher and Executive Leaders.

## **TERMS OF APPOINTMENT AND CONDITIONS OF SERVICE (for Teaching posts)**

### **Joining us**

#### **Location**

The post will be located at The Pinetree School specified in the advert.

### **Benefits**

#### **Salary**

Salary is calculated in accordance with the provisions of the Schools Teachers Pay and Conditions Document.

**Unqualified Teacher Pay Range— £14,535 - £22,988 No SEN allowance.**

**Main Pay Scale (from 1.9.20) - £20,571 to £29,568 plus SEN allowance, £1,816.**

Salary is payable monthly by bank credit on the 19<sup>th</sup> day of each month and covers work carried out in that calendar month. Where this falls on a Saturday or Sunday, salary is accredited on the preceding Friday.

Teachers will receive not less than one-third of a year's salary for each full term's service in any school maintained by the Authority. For the purpose of these arrangements the three terms in each year shall be constituted as follows:-

The Summer Term from 1 May to 31 August

The Autumn Term from 1 September to 31 December

The Spring Term from 1 January to 30 April

**NB: In accordance with Audit Commission anti-fraud powers, data from the County Council payroll system is periodically matched to other Government data.**

#### **Notice Periods**

Other than in short-term temporary, fixed term or special educational needs contracts where a shorter notice period is specified in the letter of appointment, you are required to give two months (and in the Summer Term three months) notice of termination of employment, to terminate at the end of the (notional) school term. You are entitled to receive a similar period, or the minimum statutory provision under the Employment Rights Act 1996.

#### **Pension/Superannuation**

The post holder will have the opportunity to join the attractive Teachers Pension Scheme. Employees have various choices regarding pensions arrangements, and further details are available on request.

#### **Conditions of Service**

Conditions of Service are those laid out in the School Teachers Pay and Conditions Document.

#### **Smoking**

For the benefit of all employees all The Pinetree School premises are a smoke free zone.

## **Requirements Of The Post**

### **Hours of Work**

This post is **0.8FTE** and is governed by the provisions of the School Teachers' Pay and Conditions Document.

### **Medical Examination**

The successful candidate must satisfy the school that they are medically fit to undertake full teaching duties under the provisions of the Education (Teachers) Regulations. In most cases the decision is made on the basis of a questionnaire.

### **Disclosure and Barring Service (DBS) Check**

All appointments are also subject to formal clearance under the DBS regulations governing employees in schools with substantial access to children. If you have not already been cleared and clearance is not forthcoming your employment may be terminated. You will not be able to commence duties until this check is completed satisfactorily.

### **Flexibility/Mobility Policy**

The Pinetree School and Unity Education Trust reserves the right to transfer its employees to alternative posts appropriate to their grade and/or to alternative work places as is considered reasonable.

### **Equal Opportunities**

Unity Education Trust has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. The Trust also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

### **Disclosure and Barring Service and Disclosure of Convictions**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) Amendments Order 1986 provides exemption from the general provision of Section 4(2) of the Substantive Act for those employed in or seeking employment connected with the provision of Children's Services and/or Adult Social Services.

Applicants for posts which enable the successful post holder to have access to any of the following class of person in the course of their duties will be subject to the disclosure procedure:

- \* persons over the age of 65
- \* persons suffering from serious illness or mental disorder of any description
- \* persons addicted to alcohol or drugs
- \* persons who are blind, deaf or deaf without speech
- \* other persons who are substantially and permanently disabled by illness, injury or congenital deformity
- \* any office or employment concerned with the provision to persons aged under 18 of accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training, being an office or employment of such a kind as to enable the holder to have access in the course of their normal duties to such persons, and any

other office or employment the normal duties of which are carried out wholly or partly on the premises where such a provision takes place. - Plus any work which is in a regulated position as defined by the Criminal Justice and Court Services Act 2000 or work in a further education institution where the normal duties of that work involve regular contact with persons under the age of 18 years.

You are therefore required to declare any existing or pending prosecutions, convictions, cautions, reprimands or final warnings you may have, even if they would otherwise be regarded as “spent” under the Act. The information you give will be treated in confidence and will be taken into account only in relation to an application where the exemption applies.

If you have information to declare you must state this in the appropriate section on your application form and attach a sealed envelope containing details of your convictions.

Unity Education Trust is also entitled, under legislation introduced for the protection of children and vulnerable adults, to require the successful application for this position to apply for a “Disclosure” of the existence and content of any criminal record from Disclosure and Barring Service (DBS). Unity Education Trust’s policy for dealing with Disclosure information complies with the standards of the DBS Code of Practice in treating all information received from the DBS in the strictest confidence. All our policies are available on our website [www.sssfncollege.co.uk](http://www.sssfncollege.co.uk).

Unity Education Trust is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the post holder and the circumstances and environment in which the job would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however disqualify you from appointment, or result in dismissal if the discrepancy comes to light. It should be noted that it is an offence for anyone excluded from working with children and/or vulnerable adults to apply for a regulated position. If you would like to discuss what effect any conviction might have on your application, please speak with Director of Education.

**Please note the following:**

Where the combined travel and interview and selection activities mean that you necessarily incur additional expenses, Unity Education Trust will reimburse your actual expenditure, directly related to the interview, in line with the limits specified (maximum £ 100.00) and in accordance with the following restrictions:

- Claims will not be reimbursed for alcohol.
- Claims must be accompanied by a receipt and will not be accepted for payment without such documentary evidence. Petrol receipts dated prior to travel must be provided if a car is used before mileage can be claimed.
- If you travel by rail and have to take a meal in the restaurant car either the cost of a standard meal will be reimbursed or if the standard meal is unavailable reasonable reimbursement will be made in line with the limits overleaf.
- Candidates asked to attend an interview from outside the United Kingdom will only be paid expenses from port of entry.
- Existing employees of Unity Education Trust will not be reimbursed.

Please also note the following:

Claims must be made within one calendar month of the date of the interview, claims received after this time will only be paid under exceptional circumstances.

**Payment will be made straight into your bank account and payment advice emailed, faxed or posted to you. If you do not complete your account details your claim cannot be processed.**

If you withdraw from the selection process or refuse an offer of appointment for a reason considered by Unity Education Trust to be inadequate, expenses will not be paid.

**If you are successful the expenses will be paid in your first months pay, unsuccessful candidates will be paid within a month of receipt of the claim. Internal candidates will be reimbursed via the payroll system whether they are successful or unsuccessful.**

Any interview expenses paid to successful candidates must be repaid in full should you leave the Unity Education Trust within two years.

NB We reserve the right to amend claim forms if the level of reimbursement claimed is deemed excessive.