

Ravenor Primary School Application Pack

Experienced SEN Class Teacher



Welcome to Ravenor Primary School

Dear Applicant,

Experienced SEN Class Teacher

Do you want to develop your teaching skills in an inclusive and welcoming school, with motivated pupils and a supportive, experienced leadership team?

If so, then we are looking for you to join us to further enhance our dynamic, teaching team. You will be encouraged to be an open and reflective practitioner and will be supported by an extensive professional development programme.

We are looking for a SEN teacher who:

- Holds relevant SEN qualifications and experience
- Has good understanding of the Primary SEN curriculum and Autism as a condition
- Delivers high quality learning opportunities for all of our children
- Will be an effective role model that sets high expectations and motivates children to achieve
- Will be enthusiastic and have excellent communication and interpersonal skills
- Can work across the school
- Is driven, motivated and most of all, is passionate about teaching

You will be welcomed into a three-form entry school with up to 30 children in each class. All classes are of mixed ability. There are two Nursery classes, three Reception classes, six Key Stage One classes and twelve Key Stage Two classes.

At Ravenor, we are committed to treating every child as an individual, with care and respect, enabling them to feel unique and valued, so that they develop as citizens who are responsible, respectful, resilient, reflective and resourceful. We provide an exciting, inclusive environment which promotes excellence in our learning and our teaching.

We opened a superb, state of the art, new building in 2013 that has fully complemented our main school facilities which opened in 2004. The school offers a high quality, modern and stimulating environment set in beautiful grounds, where children enjoy learning, and their potential is maximised.

We encourage school tours and invite you to look at our school website, where you can learn a little more about learning and life at Ravenor. **We had a successful Ofsted inspection in March 2023 and continue to be a good school with very high outcomes. Please find a copy of the report on our website.**

I look forward to receiving your completed application form, via email, to sbm@ravenor.ealing.sch.uk by midday on **Friday 16th May 2025**.

Interviews will be held week commencing **Monday 19th May 2025**.

Mrs. Leonie Lobo
Headteacher

Job Description

Post Title:	Experienced SEN Class Teacher
School:	Ravenor Primary School
Grade:	Teacher's Main Pay Range - UPS Inner London + SEN Allowance
Line Manager/s:	The Head Teacher, members of the Senior Leadership Team (SLT) and the governing body
Supervisory Responsibility:	The post holder may be responsible for the deployment and supervision of the work of Teaching Assistants relevant to their responsibilities.

Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class, ensuring equality of opportunity for all
 - To provide support to pupils with additional needs across all phases
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
 - Be responsible for the learning and achievement of all pupils in the class(es) ensuring equality of opportunity for all
 - Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
 - Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012)
 - Teaching experience with the age range and/ or subject(s) applying for
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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Duties and Responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current [School Teachers Pay and Conditions Document](#). Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Professional Duties

Specific duties relating to the Special Educational Needs Teacher with SEN Allowance include:

- To establish and deliver a coherent and appropriate curriculum for a group of complex needs pupils and to lead the teaching and learning activities within the Learning Support base.
- To provide assessment, support and guidance for complex needs pupils and for students with SEND in the mainstream school as required.
- Provide reports for learners, parents, LA and other external agencies (as required).
- To plan and deliver individual and group learning programs and support as a result of assessment.

- To complete documentation to appropriate professional/sector standards.
- To participate in reviews under the direction of the Inclusion Leader.
- To raise staff and pupils awareness of complex needs.
- To keep up to date with current developments in supporting pupils with complex needs.
- To liaise with parents/guardians where appropriate to ensure that support needs are identified early and can be met effectively.
- To maintain records of the support provided for complex needs pupils and the impact on their progress and attainment.
- To provide support to the wider school in meeting the needs of pupils with SEND.
- To play an active role in planning for the future development of the learning support base through team training events/meetings.
- To identify the training needs of staff with the Inclusion Leader and wider school and deliver appropriate INSET, as required.
- To promote the work of the school to other interested parties.
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

The 'specific actions' are examples only and is by no means an exhaustive list.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and, where appropriate, threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part, as required, in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions document*

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/guardians with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches, where necessary, responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

Note

This Job Description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Person Specification

Post Title:	Experienced SEN Class Teacher
School:	Ravenor Primary School
Line Manager:	The Head Teacher, members of Senior Leadership Team (SLT) and the governing body of the school
Supervisory Responsibility:	The postholder may be responsible for the supervision of the work of classroom assistants relevant to their responsibilities

	Qualifications and Training	Essential	Desirable
1.1	1.1 Qualified Teacher status with Relevant Degree or equivalent qualification.	✓	
1.2	1.2 Specialist qualification in SEN/ Complex Needs or further accredited study.		✓
1.3	1.3 Relevant SEND Teaching experience in EYFS/KS1/KS2.	✓	

	Teaching and management experience	Essential	Desirable
2.1	At least three years' successful teaching in the primary school age range.	✓	
2.2	Successfully carried out initiative development, implementation and evaluation.		✓
2.3	Experience of delivering teaching in primary education or SEN within either a mainstream or special school setting.	✓	
2.4	Raised the achievement of a significant group of pupils across the ability range.	✓	
2.5	Experience of working with pupils with a broad range of needs, including high levels of need.	✓	
2.6	Successfully promoted high standards of behaviour and a positive ethos within a school.	✓	
2.7	Evidence of collaborative working with other subjects.	✓	
2.8	Experience of successfully leading initiatives within a department.		✓
2.9	Experience in more than one school.		✓

	Professional knowledge, understanding, skills and attributes	Essential	Desirable
3.1	Determination to raise achievement of pupils with complex needs.	✓	
3.2	Ability to work under pressure, meet deadlines, and establish positive relationships with pupils, parents, staff and outside agencies.	✓	
3.3	An excellent classroom practitioner with a track record of raising the progress and attainment of pupils with SEND.	✓	
3.4	Ability to prioritise tasks and manage time effectively.	✓	
3.5	Able to demonstrate a thorough knowledge of innovative approaches to teaching pupils with complex needs.	✓	
3.6	Knowledge of successful strategies for raising the attainment of complex needs pupils.	✓	
3.7	A thorough understanding of current developments and initiatives in SEN education.	✓	
3.8	Use ICT to advance pupils' learning and use common ICT tools for their own and pupils' benefit.	✓	
3.9	Patience, resilience and enthusiasm and highly ambitious for all pupils	✓	
3.10	High standard of communication skills, oral and written, for a range of audiences.	✓	
3.11	Willingness to assist in the development of extra-curricular intervention activities.	✓	
3.12	Ability to raise the attainment of SEN pupils especially those pupils working below National Curriculum levels.	✓	

	Commitment	Essential	Desirable
4.1	Demonstrate a commitment to safeguarding and child protection.	✓	
4.2	A commitment to providing equal opportunities in both the curriculum and pastoral care, valuing the needs of individual children and the diversity of their cultural backgrounds.	✓	
4.3	Relating positively to and showing respect for all members of the school and wider community	✓	
4.4	Promoting the school's vision and ethos.	✓	
4.5	Ongoing relevant professional self-development.	✓	



Guidance Notes

These notes are here to help you submit the best possible application you can. We strongly recommend that you read them before you start work on your application.

Before you start

Read carefully all the information about the post, especially the person specification, which lists the skills, knowledge, experience and qualifications needed. Make sure you read it before filling in the Application Form.

Your application form and especially the supporting statement are the only pieces of information we have about you. Unless you clearly demonstrate in your application how you meet the requirements of the post you may not be shortlisted.

Filling in the application form

The Application Form is a separate document from this Application Pack and can be downloaded from the School Website www.ravenor.ealing.sch.uk

Read the application form carefully before you start. We are an equal opportunities employer and select candidates for interview on the basis of how well they complete the application form.

Personal details

It is important that you fill in this section accurately and in full. If you are currently at college/university please ensure you give details of where you can be contacted both during and after completion of your course. The more information you give the better. Please do not leave any section blank. If it is not applicable please indicate with N/A.

Present /most recent post and Employment History

Start with your current or last employer and work backwards making sure the dates are in the correct order. Provide the job title with responsibilities and the period you worked for them. If you are an early career teacher (ECT) and you have not worked before you should give details of your practice schools here. It is important that you provide an explanation for any gaps in employment. Any voluntary work undertaken may also be included.

Education and Training

Give a list of all the qualifications you possess and relevant training courses you have attended. Information here will be used to assess whether you meet the qualification requirements. Ensure nothing important is omitted. Please note that you will be asked to provide originals or certified copies of relevant certificates.

Rehabilitation of Offenders Act

The school has a duty to protect children and young people in its care. Please ensure you complete this section fully. Successful applicants will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS).

References

References will be taken up before interview. Any issues raised in the references may be discussed at interview. For all ECT applicants we will usually take references from your main practice school and college tutor. Please do not submit open testimonials with this application form.

Social Media Checks

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The recruitment panel may take this information into consideration during the recruitment process.

Pension

If you secure a job with an Ealing school/organisation then the information provided here will mean that we can issue your contract of employment more quickly. Please do not leave any section blank. If it is not applicable please indicate with N/A.

If you have a disability

Ealing schools are committed to employing people with disabilities. If you have a disability you want us to know about please give details of adjustments you require for the selection process or to do the job itself.

Supporting statement

a) This is the most important part of your application, as it is where you show how you have the skills and knowledge for the post.

Make sure you read both the Job Description and the Person Specification to ensure that what you write is relevant. You will need to explain/give examples of how your skills, knowledge and experience make you suitable for the job. It would be helpful if you could number your responses to match those on the Person Specification.

Your supporting statement should address all of the requirements listed in the Person Specification.

b) This is a more general statement about you and your personal attributes.

Monitoring information

Please remember to complete the monitoring information. This is important information that the Council needs in order that we can determine whether our equal opportunities policy is

working with regard to employment. Also, please sign and date the form. If you are completing the application form on line you will be asked to sign the form at interview.

Some points to bear mind

- Your application should be written in a concise, well-organised and positive way.
- Use active words such as 'I planned', 'I organised'.
- Do a rough draft first aiming to make impact throughout but especially with your first and last sentence. This avoids mistakes and allows you to organise your application properly.
- Do not submit the same application for all jobs. Remember no two local authorities will be looking for exactly the same thing so look at the requirements listed.
- Re-read what you have written, then look again at the person specification. Have you addressed all areas? Do you sound positive and confident? Have you shown that you are/will make a professional, capable teacher who enjoys working in a lively and diverse borough? Convey your suitability for the job but also aim to reveal a sense of your personality.
- When you are satisfied with your application, check again that all parts are complete and take a photocopy before sending it off so you can remember what you have written, if you are called to interview.
- Remember the closing date for applications and allow enough time if you are posting the form.

Sending your application

Please make sure you keep a record of your completed application form. Not only is this useful if you are called for interview but it will also assist you if you later need to enquire about your application.

The school reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.

Thank you for considering a teaching post at Ravenor Primary School, and good luck with your application.