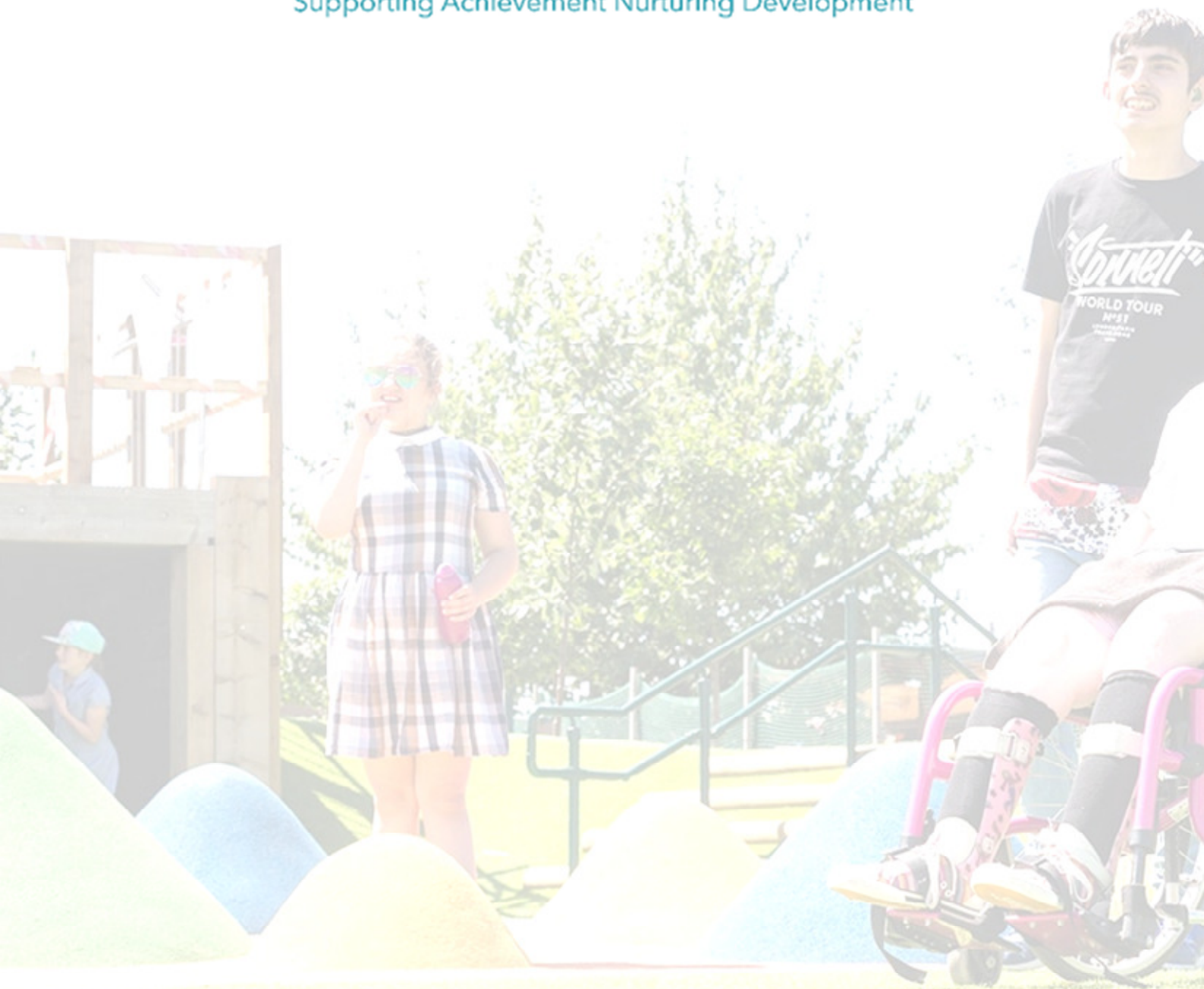


SAND

ACADEMIES TRUST

Supporting Achievement Nurturing Development



INFORMATION FOR CANDIDATES

SAND Academies Trust

CEO & Executive Headteacher: Lyn Dance

Registered in England: Company Number 11968610

Registered Office: Longford Lane, Gloucester, GL2 9EU - Telephone: 01452 847000 www.sandmat.uk

Supporting Achievement Nurturing Development

SAND Academies Trust was formed in June 2019 to enable and develop partnerships working across a group of academies. Academy Trusts are created by a number of academies working together. Academies are **independent, self-governing schools** that are funded directly by the Government and not via the Local Authority.

SAND Academies Trust now consists of five schools:-

Battledown Centre for Children & Families

Belmont School

Paternoster School

The Milestone School

Willow Primary Academy

Each school will maintain its own unique ethos, culture and identity that has been established over many years to ensure the needs of pupils are met.

As a partnership we will achieve more together and therefore:

- Improve outcomes, opportunities and life chances for children and young people
- Offer more / wider support for their families
- Share and develop staff expertise

We will continue working to **grow our Academy Trust** to include converting schools who share our vision and aims and who wish to be part of a new and exciting Trust that will respect the individual identity of each academy whilst providing opportunities for sharing good practice and expertise to benefit our children, young people and families.

SAND Academies Trust is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share the same commitment. All positions are subject to an enhanced DBS check.

ABOUT US

SAND Academies Trust Head Office is located in the grounds of The Milestone School in Longlevens, Gloucester and is in close proximity of the M5 motorway (junction 11). The Trust currently has schools located in Gloucester, Cheltenham and Cirencester.

OUR AIMS

To provide the best possible education for children and young people, including those with additional and complex needs, in both mainstream and special schools.

- To achieve excellence through innovation, creativity and continuous improvement.
- To direct the maximum resources available to The Trusts' academies, facilitating and servicing high standards.
- To build formal and informal partnerships across Gloucestershire and beyond.
- To develop a Trust which is 'outward' looking and enterprising.
- To support, challenge and improve underperforming schools.
- To utilise internal and external providers in the pursuit of excellence based upon pupil need.
- To utilise the skills and experience of staff and leaders across The Trust to the best advantage of the children and young people.
- To provide an environment where staff can continually develop and progress their careers.
- To develop multi agency working practices.
- To develop children and young people's independence skills and support families to take part in a parallel journey with their child as they prepare for adulthood.
- To maximise value-for-money by continued attention to costs and streamlining & centralising working practices where appropriate.
- To play a strategic role across the region by linking with other organisations.

CURRENT VACANCIES

1) Floating Learning Partners (LP4) x 3 (Milestone)

Closing date 12noon on Monday 20th September, 2021

- General information: page 5
- Job Description: pages 6 & 7
- Person Specification: page 8 & 9

2) Floating Class Teacher (Max TMS 4)

Closing date 12noon on Monday 20th September, 2021

- General information: page 10
- Job Description: pages 11 & 12
- Person Specification: page 13

Details on how to apply for any of the above posts can be found on page 10.

VACANCY: FLOATING LEARNING PARTNERS LP4 x 3 (MILESTONE)

Post Reference: LP4M1

Grade: 4 Scale Point 7-10

Closing Date: 12 noon on Monday 20th September 2021

Interview Date: 5th October 2021

Milestone School is looking for 3 Learning Partners (LP4) to join their dedicated and friendly team in school. The successful applicant should have a passion for working with special educational needs and disabilities, which includes severe learning difficulties; physical difficulties; profound and multiple learning difficulties; severe autism and challenging behaviours.

The posts are part time working 27.5 hours per week (Monday to Friday) from 9.15am until 3.15pm, term time only including INSET days.

The posts are fixed term until 31st August 2022 and subject to satisfactory pre-employment checks and 6 month probation period.

JOB DESCRIPTION

POST: Learning Partner (LP4)
GRADE: Grade 4 pts 7 – 10
LOCATION: Special Schools

JOB PURPOSE

To support teaching staff with their responsibility for the development and education of pupils, some of whom may have a wide range of special needs.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the classroom teacher or designated supervisor to:

- actively engage in the pre-determined educational activities and work programmes
- assist in personal and individual development of individuals or groups of pupils
- supervise the activities of individuals or groups of pupils
- ensure pupils' safety
- undertake activities necessary to meet the physical and emotional needs of individuals and groups of pupils, including supporting pupils in the swimming pool
- report all safeguarding concerns promptly to a line manager, designated safeguarding officer or lead
- perform specialised procedures associated with a child's particular needs (following any necessary specific training), for example: personal & intimate care; administration of medication (oral, rectal); care for a child during a medical crisis (such as seizure or diabetic coma); facilitate mobility
- assist with preparing classroom resources as reasonably requested by the class lead
- assist with general laundry duties
- participate in trips out of school (where qualified to drive the school minibus if required)
- help keep classrooms, associated areas and the school clean and tidy
- attend training sessions provided by the school
- participate in the school's appraisal programme

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Teacher/Senior Learning Partner/Head of Department/Deputy Headteacher/Principal, Headteacher/Principal

PRINCIPAL CONTACTS

Pupils, Parents, Teachers, Senior Learning Partners, Head of Department, Deputy Headteacher/Principal, Headteacher/Principal and other professional groups

SPECIAL CONDITIONS

This post is term time only and the postholder will be expected to take all holidays during designated school holidays.

The postholder may be asked to work at other schools within the MAT.

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSONAL SPECIFICATION

Learning Partner (LP4)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> experience of working with children experience of supporting teaching and learning (under supervision) 	<ul style="list-style-type: none"> current First Aid qualification current Manual Handling certificate current Team Teach certificate current Food Handling & Hygiene qualification current MiDAS certificate NNEB, CACHE Diploma in Nursery Nursing or BTEC Level 3 Childcare Social Work (where the qualification is regarded as directly relevant to the needs of the job) Physio & Speech Therapy (where the qualification is regarded as directly relevant to the needs of the job) Health and Social Care (where the qualification is regarded as directly relevant to the needs of the job) other relevant qualifications, at a similar level to the above, may be considered experience of working with pupils with special educational needs (including both Severe and Profound and Multiple Learning Difficulties)
Knowledge & skills	<ul style="list-style-type: none"> good literacy and numeracy skills effective use of ICT for professional purposes including digital photography, internet and word processing excellent verbal communication skills active listening skills ability to build effective working relationships with pupils and adults skills and expertise in understanding the needs of all pupils 	<ul style="list-style-type: none"> Total Communication basic knowledge of policies and procedures relating to safeguarding children, health, safety, security & equal opportunities effective use of ICT for educational purposes including interactive whiteboards, iPads and early years software an interest in continual professional development

	<ul style="list-style-type: none"> • knowledge of how to help adapt and deliver support to meet individual pupil needs • ability to remain calm in stressful situations • ability to recognise and deal with stress appropriately • knowledge of guidance and requirements around safeguarding children • understanding of roles and responsibilities within the classroom and whole school context • manage information in a confidential manner • manage & prioritise workload 	
Personal qualities	<ul style="list-style-type: none"> • enjoyment of working with children • sensitivity and understanding, to help build good relationships with pupils • a commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • commitment to maintaining confidentiality at all times • commitment to safeguarding pupils' wellbeing and equality • ability to remain calm under pressure • enthusiasm • patient & empathetic • a good sense of humour 	<ul style="list-style-type: none"> • additional skills and interests which would be of benefit to the school
Physical requirements	<ul style="list-style-type: none"> • good level of general health 	<ul style="list-style-type: none"> • ability to 'move and handle' young children and equipment as required under 'Moving & Handling' legislation
Special conditions	<ul style="list-style-type: none"> • occasional out of school hours working • enhanced DBS clearance • subject to satisfactory medical clearance • holidays must not be taken during term time • you may be asked to work at other schools within the MAT 	<ul style="list-style-type: none"> • a current full, driving licence and use of own car

VACANCY: FLOATING CLASS TEACHER TMS 4 (max) (MILESTONE)

Post Reference: TEM1

Grade: TMS 4 (Maximum) plus SEN1 allowance

Closing Date: 12noon on Monday 20th September 2021

Interview Date: 5th October 2021

Milestone School is looking for a Floating Class Teacher to join their dedicated and friendly team in school. dedicated and friendly team. The successful applicant should have experience of teaching pupils with severe learning disabilities and challenging behaviour. If you have the ability to see the 'whole' child (including Communication, Language & Interaction, Cognition & Learning, Self Help & Independence, Sensory & Physical and Social, Emotional & Mental Health Needs), and you are committed to the education of pupils with a wide range of learning and associated difficulties.

The post is full time and fixed term until 31st August 2022 and subject to satisfactory pre-employment checks and 6 month probation period.

The posts are fixed term (to 31st August 2022) and the salaries are a maximum of Main Scale 4 plus SEN 1 allowance.

JOB DESCRIPTION

POST: Teacher
GRADE: TMS + SEN 1 Allowance
LOCATION: Special Schools

SAND Academies Trust Special Schools cater for children of all ages with a wide range of special needs, and it is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

JOB PURPOSE

To teach children with special educational needs.

As a class teacher, to undertake related pastoral and administrative duties.

To understand and incorporate all areas of pupils Education, Health and Care Plans (EHCP) in day to day provision.

MAIN DUTIES AND RESPONSIBILITIES

- to be responsible for the welfare, safety and discipline of a class of children within the appropriate department
- to liaise with the Head of Department
- to undertake a teaching timetable as required
- to appropriately deploy staff allocated to a classroom (i.e. LP's, students, etc)
- to liaise effectively with parents, including home-school books (where appropriate)
- to deliver accredited courses (where appropriate)
- to prepare pupils for external assignments/exams (where appropriate)
- to collate and present work for moderation/assessment
- to participate in whole school and department events
- to undertake training as required
- to report any Safeguarding issues to one of the school's Safeguarding Officers
- to report any Health and Safety issues or concerns to the Head of Department
- to undertake other responsibilities specific to the post

GENERAL

- to maintain confidentiality and discretion regarding sensitive information
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person
- to represent the school at all times in a professional, positive and helpful way
- to be conversant with relevant IT and software, and keep up to date with developments in IT
- to participate in the school's appraisal programme
- to undertake training where this is appropriate

- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- to be compliant with GDPR
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to report any health and safety issues to the Site Manager

QUALIFICATIONS/EXPERIENCE

QTS

PRINCIPAL CONTACTS

Pupils, Parents, Headteacher, other Teachers and LP's, other professional groups.

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

SLT/Headteacher

SPECIAL CONDITIONS

Occasionally the post-holder may be required to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance.

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description outlines duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use directed time appropriately, and have regard to clause 36 (1)f of a Teacher's Conditions of Employment.

The job description is not necessarily a comprehensive definition of the post and the teacher may be required to undertake other tasks appropriate to the level of appointment as the Senior Leadership Team may require. It may be reviewed annually, or earlier if necessary, and it may be subject to modification or amendment after consultation with the post holder.

PERSON SPECIFICATION Teacher (Special Schools)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> QTS (including NQTs/ECTs*) recent and relevant training experience of the education of children with SEN 	<ul style="list-style-type: none"> additional qualifications in the area of SEN ICT skills, and experience in supporting special needs access to the curriculum experience of working as part of a multi-agency team
Knowledge & skills	<ul style="list-style-type: none"> effective communicator ability to see the 'whole' child, including Communication, Language & Interaction, Cognition & Learning, Self Help & Independence, Sensory & Physical and Social, Emotional & Mental Health needs, and to devise ways of ensuring this approach is embedded in classroom practice commitment to the education of pupils with a wide range of learning and associated difficulties, within the special school environment ability to effectively deploy and liaise with classroom staff safe working practice that protects children and adults who work with them 	<ul style="list-style-type: none"> knowledge of Positive behaviour management and strategies good organisational skills
Personal qualities	<ul style="list-style-type: none"> able to maintain confidentiality in all circumstances ability to build and form good relationships with colleagues 	
Knowledge & values of the Trust	<ul style="list-style-type: none"> commitment to working in partnership with staff, pupils, parents, governors and other professionals commitment to the wider work of the Trust 	<ul style="list-style-type: none"> ability to identify with the Trust's values & principles
Special conditions	<ul style="list-style-type: none"> you may be asked to work at other schools within the MAT 	

* except school's rated Grade 4 by Ofsted at their last inspection

HOW TO APPLY

Please note that SAND Academies Trust will only accept applications that have been submitted using a SANDMAT Application Form which can be downloaded from www.sandmat.uk. All Application Forms must be completed in full and applicants should directly address the skills and experience outlined in the Person Specification.

Completed forms should be emailed to applications@sandmat.uk quoting the Post Reference number in the email subject header. Please note that we do not accept CVs or late applications.

Applicants will only be contacted if selected for an interview. Therefore, applicants who have not heard of the progress of their application within 2 weeks of the closing date should assume that they have not been successful with their application on this occasion.

Due to the volume of applicants for each post, SAND Academies Trust are unable to hold applications on file. Please check the SAND and individual school's websites regularly for details of new vacancies.

SAFER RECRUITMENT IN EDUCATION

SAND Academies Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject or identify people who are not suitable to work with children.

Information for Applicants

This pack includes:

- details of current vacancies

- a Job Description outlining the duties of the post, including safeguarding responsibilities
- a Person Specification which will include a specific reference to suitability to work with children
- a SANDMAT Application Form. All applicants are required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history)

Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:-

- the referee's relationship with the candidate
- details of the applicant's current post
- performance history and conduct
- if there has been any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired
- details of any substantiated allegations or concerns relating to the safety and welfare of children
- whether the referee has any reservations as to the candidate's suitability to work with children. If so the Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of each interview will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-Employment Checks

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.

Battledown Centre for Children & Families

Help and encourage each of our unique pupils to be “the best that they can be”

Harp Hill, Cheltenham, GL52 6PZ

01242 525472

www.battledown.org.uk

Belmont School

To always be the best we can be...

Warden Hill Road, Warden Hill, Cheltenham, GL51 3AT

01242 216180

www.belmont.gloucs.sch.uk

Paternoster School

Learning together

Watermoor Road, Cirencester, GL7 1JR

01285 652480

www.paternosterschool.co.uk

The Milestone School

Removing obstacles and enabling access to learning

Longford Lane, Gloucester, GL2 9EU

01452 874000

www.themilestoneschool.co.uk

Willow Primary Academy

Taking P.R.I.D.E in all we do

Evenlode Road, Tuffley, Gloucester, GL4 0JY

01452 526442

www.tuffleyprimary.co.uk