

Elms Bank School

Instructor – Hospital (Maternity Cover)

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Introduction

Dear Applicant

Thank you for your interest in this post at Elms Bank School, which is a member of Oak Learning Partnership Trust.

Our Trust is a recently established group of schools currently comprising of a primary, secondary and special school all located in Bury, Greater Manchester. At Oak LP we are passionate about transforming children's lives and their communities through the delivery of a well-balanced, rounded education, providing individual support in schools which are happy places within which staff and young people thrive. We are passionate about inclusion; this is at the heart of our ethos and is a consistent focus. In all our schools we endeavour to leave no child behind.

We understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, be that supporting or teaching, they are contributing to our collective aim of transforming lives. We have high expectations for our staff, we invest heavily in them ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

Our schools work closely with one another: they collaborate, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has individuality and freedom to be innovative. What we do insist on is clarity and consistency from our leaders and always making sure common sense is at the heart of decision making.

I joined the Trust in September and I'm excited to lead Oak LP into the next part of its journey. We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we will continue to have a strong moral purpose, provide a truly inclusive education and embed our core values of **Aspiration, Resilience, and Integrity** in everything we do.

If you're excited about joining Oak LP, your values are aligned with ours and you feel like you can make a difference please contact the school directly for any additional information about the role.

Yours sincerely

James Franklin-Smith
CEO of Oak Learning Partnership

Welcome from the Headteacher

Dear Candidate,

Elms Bank is a vibrant and forward thinking generic secondary special school based in Bury, Greater Manchester. All our pupils have a Statement of Special Educational Needs. Our age-range is from 11 to 19 and we currently have 284 pupils in school. Our pupils are divided between classes including specialist classes for pupils who are on the autistic spectrum and those with complex needs.

Our intake is mainly from Millwood Primary Special School and a range of mainstream primary schools across Bury. We also accommodate pupils who come from other local authorities. This will depend on the availability of places.

At Elms Bank we embrace the Arts (Drama, Art and Music) and Applied Learning. Both these areas enrich the curriculum for our young people and contribute to making Elms Bank a place where talent can be nurtured and young people can grow in confidence. You will see lots of information on the website about the achievement of our pupils. These areas include our annual school production, our choir with over 50 members and work placements completed by our pupils.

Central to our vision is to work in partnership within a multi-disciplinary approach to meet the needs of all the young people in our school community. We aim to create a safe and happy learning environment where everyone is treated with respect and dignity. The website contains information about all the people who work in partnership with us. These include a range of services from the National Health Service, the Educational Psychologist and the Local Authority SEN Department.

We have strong links with Millwood Primary School and a range of other local primary schools. We ensure that all our Year 7 pupils have a very positive transition from our feeder schools into Elms Bank. Many of our pupils are able to access inclusion opportunities in mainstream high schools. We value the opportunities created through these links to allow our pupils to grow in confidence both socially and academically.

The staff team are the greatest strength of the school. We aim to provide the highest standards of education and care for our special young people. We plan to meet each pupil's specific needs. We look for every opportunity to celebrate their achievements.

Please visit our school website for further information.

<http://www.elmsbank.co.uk>

Yours sincerely

Orienne Langley-Sadler
Headteacher at Elms Bank School

**Elms Bank School Instructor – Hospital to cover Maternity Leave
Required for January 2022**

“An outstanding school”
(Ofsted October 2014)

**Unqualified Teacher Payscale 1 - 6 plus SEN allowance
£20, 439 to £31,005 this is the actual salary band including the SEN allowance**

Elms Bank is a secondary special school for pupils aged 11 to 19 years with a diverse range of learning disabilities, physical disabilities and autism.

The trustees are seeking to appoint a dedicated and highly motivated full time Instructor with the skills to organise our internships and work placements across Fairfield Hospital, Bury. This position is temporary to cover maternity leave.

Elms Bank is an outstanding and highly successful generic secondary special school for pupils aged 11-19. Experience of working with pupils with special educational needs is essential. We are looking for a colleague who will demonstrate a high level of commitment to these special young people.

In return, we offer some fantastic incentives such as cycle to work scheme, perkbox, childcare vouchers through salary sacrifice, tech save scheme, discounted gym fees at Bury Leisure, bespoke inductions where we pride ourselves in investing in our staff and providing training and development opportunities to enhance your performance and knowledge.

The specific responsibilities are:

- To contribute to the CEIAG across the school and college
- To lead and plan work related learning at Fairfield Hospital
- To deliver appropriate courses and accreditation to meet a range of needs
- To be a team player
- To work flexibly and be willing to work evenings and weekends
- To be an effective facilitator of work placement opportunities
- To be willing to undertake any training necessary to the post

We are looking for a colleague who:

- Will provide excellent learning opportunities and engage our pupils
- Will be able to inspire confidence in meeting the needs of our pupils
- Will be highly motivated and will contribute to team working and team building
- Will be able to take advantage of the professional learning opportunities we can offer

You must have a HLTA accreditation or a degree and have experience of working with pupils with a high level of challenge. This post is particularly suitable for an unqualified teacher who has an interest in internships and work placements. The Instructor will be expected to demonstrate that they are able to engage and develop pupil's understanding to ensure they reach their full potential.

Applications from both primary and secondary trained teachers are welcome. You will be part of an excellent team and will be given extensive support to develop to your full potential both in this role and beyond. **Early Career Teachers, with transferable experience and skills** are invited to apply for this post.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We are committed to **equality of opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Further details and an application pack can be downloaded from this site. Please complete an application form and write a letter explaining how you meet the person specification.

Completed applications to be returned to Mrs Langley-Sadler, Headteacher of Elms Bank at recruitment@elmsbank.co.uk

Closing date for applications: Friday 12th November 2021 at 9.00am

Instructor – Hospital (Maternity Cover)

Normal place of work:	Fairfield College Hub and Elms Bank College Hub, although you may be required to work at any other school within the Trust
Responsible to:	Headteacher, Deputy Headteachers and Assistant Headteachers, college middle leaders and Instructor Applied Learning and Library
Salary:	Unqualified Teacher Pay scale 1 – 6 plus SEN Allowance (£20, 439 to £31,005 this is the actual salary band including the SEN allowance)

Job Purpose

- To organise the internships and work placements at Fairfield Hospital.
- To contribute to the CEIAG across the school/college.
- To promote the aims and objectives of the school as laid down by the trustees.
- To promote the development of the Trust's Equal Opportunities Policy throughout all aspects of school life.
- To deliver appropriate courses and accreditation to meet a range of needs.
- To provide excellent learning opportunities for all pupils.

Principle duties as recommended by the Trust

- To lead on work related learning across Fairfield Hospital ensuring all student work placements meet appropriate standards.
- To lead and plan work related learning at Fairfield Hospital.
- To register classes taught at the commencement of the day.
- To plan and prepare courses and lessons appropriate to each class assigned to him/her in written form.
- To teach, according to their educational needs, classes assigned to him/her, recording teaching activity in the approved format.
- To maintain classroom discipline and a safe working environment for pupils, observing all Trust's and school guidelines with regard to the welfare, health and safety of pupils.
- To implement the process of assessment, recording and reporting on the development, progress and attainments of pupils taught.
- To maintain an up-to-date professional knowledge of developments within a range of subjects reviewing from time to time methods of teaching and programmes of work.
- To participate in arrangements for his/her further training and professional development as an Instructor.
- To attend all appropriate professional meetings as defined by the school's directed time.
- To provide work for classes affected by your absence when this is by prior arrangement.
- To co-operate and participate with the DHT in charge of college.
- To maintain a stimulating work environment.
- To implement, in a professional manner, agreed school curriculum and departmental policies.

General Classroom Responsibilities:

- To ensure that pupils are appropriately and fully assessed in line with the school assessment policies.
- To ensure that suitable and appropriate individual programmes, group programmes and class programmes of work are prepared, implemented and evaluated in accordance with school policies and the Governors' Curriculum Statement.
- To ensure that pupils' record of progress are maintained in accordance with the school record keeping policies.
- To be responsible for the associated work of any non-teaching staff.
- To ensure that necessary resource material is available, co-ordinated and accessible for efficient implementation of individual, group and class work and to update such material as necessary within budgetary constraints.
- To ensure that all work-related learning stock is properly maintained and accommodated as securely as possible.

- To maintain and control records of stock.
- To promote parental and community interest in work.
- To liaise with teaching and non-teaching staff and concerned professionals with regard to the education of pupils at the school.
- To liaise with other staff members with regard to the effective and smooth transition of pupils between classes.
- To contribute to the Annual Review and EHCP process and to attend case conferences as necessary.
- To work with class teaching assistants ensuring that they are appropriately directed and managed in accordance with the policies and procedures of the school.

We expect all staff at Elms Bank to share our core values.

Aspiration

- To be an active participant in our school community. We expect our staff to be an active member of our community and to embrace school life.
- To share and receive productive feedback. To have the ability to receive and share productive feedback.
- To collaborate as a team; with a positive attitude. To work positively as a team promoting a positive attitude.
- To celebrate all successes. To positively celebrate all successes at Elms Banks
- To reflect on our work to ensure we always keep on learning. To be open to learning, to reflect on our knowledge and strive to be better.
- To know all our young people's needs and work to meet them. To understand the needs of our students and actively work to be meet them

Integrity

- To be professional in demeanour and appearance. To act in a professional manner at all times.
- To be open, honest and responsible. To be open, honest and responsible in our role at Elms Bank
- To take ownership – be solution focused. To take ownership of work and solve any problems when necessary.
- To share concerns with the correct person within the school. To bring any concerns to your line manager or designated person at Elms Bank.
- To be committed to Elms Bank's vision and values in our daily work. To be committed to the vision and values at Elms bank and bring this into your work at Elms Bank.

Resilience

- To understand the school exists to serve the young people and families of its community. To understand that Elms Bank exists to serve the young people and families of its community
- To manage our own personal well-being. To look after yourself.
- To be aware of other's well-being. To support each other, demonstrate compassion and empathy.
- To embrace change. To positively embrace change.
- To focus on successes and learn from mistakes. To understand that mistakes can be made to learn from them and embrace success.

Other

- To work flexibly to meet the changing needs of the Trust
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Attend events or meetings out of normal working hours as required
- Undertake other tasks as reasonably requested by the Headteacher
- Follow school ethos and values of aspiration, integrity and resilience
- To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DFE requirements, legislation and procedures

Instructor – Hospital (Maternity Cover)

Criteria	Essential	Desirable
Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:		
	- GCSE English/Maths/ICT Level 2 and above - A'Level qualification - To have CACHE Level 3 Diploma in Specialist in Teaching and Learning or teaching qualification - Willingness to train as a first aider - Willingness to train in Safeguarding Level 3 - To be Team Teach trained - Willingness to lead on Team Teach - Successful teaching of SEN pupils (Unless NQT) - Experience of working in a training/educational environment - Evidence of excellent practice and classroom management skills - Willingness to teach SEN pupils - Positive relationships with pupils' parents - Ability to provide excellent opportunities with work related learning for young people with profound disabilities and physical disabilities	- Degree qualification - Additional qualification / professional development In Special Educational Needs
Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:		
	- Ability to deliver outstanding applied learning provision and work related learning - Effective facilitator of work placement opportunities - To be knowledgeable about accreditation for work placements including ASDAN and Open Awards - Will have the ability to engage and inspire pupils - Will be able to take advantage of the professional learning opportunities - Ability and skills to manage all team members in the classroom	- Knowledge and understanding of specialist strategies for SEN - Ability to evaluate and develop practice from evidence of pupil learning - To have knowledge of safeguarding and health and safety matters - To have skills in using a variety of IT packages such as Outlook, Word, Excel and Publisher.
Disposition: On the application form and during the selection process, candidates will demonstrate that they can meet the following requirements:		
	- A reliable attendance record - Evidence that you can go above and beyond in order to meet the needs of these special young people	
	Demonstrable commitment to SEN work	

Instructor – Hospital (Maternity Cover)

Criteria	Essential	Desirable
Disposition: On the application form and during the selection process, candidates will demonstrate that they can meet the following requirements:		
	• Ability to manage other team members in the classroom • Demonstrate a loyalty to the school and have appropriate levels of confidentiality • A team player • Approachable and sensitive to the needs of others • A willingness to work positively with challenging behaviour • A demonstrable commitment to equal opportunities • Ability to work shifts including evenings and weekends • Friendly and approachable • Customer focussed • Prepared to undergo further training to support their personal development	