2021

08

**Fall**

Recruitment Job Pack

Lead Teacher ASD resource base

Netley Primary School & Centre for Autism





You will find the following in this pack:

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**74 Stanhope Street, London, NW1 3EX**

**Ph.** 020 3772 0350



Netley Campus, 74 Stanhope Street, London NW1 3EX Tel: 020 3772 0350  
  
[email: admin@netley.camden.sch.uk](mailto:admin@netley.camden.sch.uk) [www.netley.camden.sch.uk](http://www.netley.camden.sch.uk/)

Head of School: **Gareth Morris**  
  
Executive Headteacher **John Hayes**

24h November 2021

Dear Applicant,

**Re: Lead teacher with responsibility for Woodlands ASD resource base (Maternity Cover)**

Thank you for showing an interest in our school. We are looking for a passionate teacher to join our happy and hardworking staff team. The advertised post will be a one year contract to cover maternity leave from 1st February 2022.

The school is set in Netley Campus which includes Woodlands, Robson House PRU, Outreach and Language & Communication Team and an Adult Learning Centre. We are a large, culturally and socially diverse school with a strong inclusive ethos, driven by a committed and happy staff. The school is set in Regents Park estate, an area which has one of the highest poverty indices in England. We are very proud to have a centre for children who have Autism (Woodlands) and Acorns, our provision for two year olds.

Please refer to the Person Specification when completing the application form, addressing all of the essential criteria. Reference should also be made to any of the desirable criteria if applicable.

* All completed application forms should be emailed to [jobs@netley.camden.sch.uk](mailto:jobs@netley.camden.sch.uk) marked **‘Lead Teacher ASD Application’.**
* Alternatively you may post or hand-deliver documents to: Gareth Morris, Netley Primary School, 74 Stanhope Street, NW1 3EX, marked **‘Lead teacher ASD Application’.**

You are strongly encouraged to visit the school and this can be organised by contacting the school on 020 3772 0350 or by emailing [jobs@netley.camden.sch.uk](mailto:jobs@netley.camden.sch.uk).

Completed application forms must be received by **midnight on Thursday 9th December 2021.** Interviews will take place **on Tuesday 14th and Wednesday 15th December 2021.** The successful applicant will take up the post in February 2021.

If you have not heard from us by this time, then please note that on this occasion, your application has not been successful. Good luck!

Yours sincerely

**Gareth Morris**

**Head of School**

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# Job Description

**Lead Teacher ASD resource base**

*The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.*

*This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.*

**Grade:** Main Pay Grade + TLR2A + SEND allowance

**Line Manager:** Inclusion Leader/SENDCo

**Core Purpose:** Lead teacher with responsibility for Woodlands ASD Resource Base

**The Lead teacher will:**

* Have responsibility for the overall leadership of the ASD base, with support from the Inclusion Team and Senior Leadership team
* Have class teaching responsibilities (0.4) and other cover when necessary.

**ASD lead responsibilities**

* Leading a bespoke curriculum that allows children on the autism spectrum to access the National Curriculum and which prepares them for life’s challenges.
* Maintaining strong links with families to support them through their journey of having a loved one that is diagnosed with autism.
* Being a mentor with a strong background in autism to support staff in the mainstream school as well as the ASD Resource Base.
* Demonstrating commitment in the development of Woodlands as it continues to be a beacon of excellence and known for its outstanding ASD support in the wider community.
* Communicating with the SENDCo to ensure all statutory paperwork is completed in a timely manner.

**Teaching and Learning responsibilities**

* Have class teaching responsibilities (0.4) and cover responsibilities when necessary
* Set high expectations which inspire, motivate and challenge pupils
* Demonstrate good subject and curriculum knowledge
* Plan and teach well-structured lessons
* Set high expectations which inspire, motivate and challenge pupils
* Manage behaviour effectively to ensure a good and safe learning environment
* Work closely with the Senior Leadership Team, class teachers and child support assistants to ensure an appropriate curriculum for those diagnosed with autism.
* Oversee all behaviour management within the base and support with behaviour where needed.
* Be responsible for observing classes and giving feedback regularly in Woodlands.
* Be responsible for organising and leading Annual Reviews for all Woodlands pupils, in coordination with the SENDCo.
* Provide and organise insets for both around autism support and education.
* Respond to consultations within the statutory deadlines, supported by the SENDCo.
* Coordinate therapy support within Woodlands.
* Use assessment procedures in line with school policy to advise and support in the monitoring and evaluation of the effectiveness of learning to inform future priorities and targets.
* Work in partnership with parents to ensure excellent home-school liaison.
* Ensure pupils have access to school visits, extended school activities and where appropriate, links with other providers.
* Make a positive contribution to the wider life and ethos of the school

**Leading and Managing staff**

* Oversee and manage all multi-professionals involved with the pupils at Woodlands.
* To attend courses where appropriate and provide and organise insets for both Woodlands around autism support and education.
* Be responsible for overseeing and recruitment of staff with the support of Senior Leadership Team, including dealing with agencies to organise cover.
* Oversee all admin responsibilities associated with Woodlands with the support of the main admin team.
* Be responsible for the physical upkeep of Woodlands; liaising with FM/SSO’s for support.
* Ensure safeguarding protocols are followed by all staff
* Fully participate in systems which ensure full attention to confidentiality, equal opportunity and anti-discriminatory practice.

**Efficient and effective deployment of resources**

* Be responsible for the quality of resources for learning and the learning environment, ensuring they are used effectively and safely.
* To deploy resources and in particular the supervision and deployment of child support assistants reviewed on a regular basis to ensure that their intervention impacts on learner progress.
* Contribute to managing the ASD budget alongside the Head of School/SENDCo.
* Allocate available resources for maximum efficiency to meet the objectives of the school and to achieve value for money.

**Accountability**

* Maintain high quality records in line with school policy and procedures.
* Ensure that all transitions are well planned and implemented effectively.
* Support in the implementation of policies and procedures relating to health, safety and security, confidentiality and Data Protection.

**Building community links**

* Positively promote professional and communicative relationships with colleagues on the campus, with other professionals and agencies, with families and the wider community.
* Lead the yearly whole school World Autism Awareness Week exhibition.

**Personal and professional conduct:**

You are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for you conduct as a teacher.

* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
* Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* Having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions
* Showing tolerance of and respect for the rights of others
* Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
* Ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law
* Have proper and professional regard for the ethos, policies and practices of the school
* Maintain high standards of attendance and punctuality
* Have an understanding of, and always act within, the statutory frameworks which set out your professional duties and responsibilities.

**YOU WILL HAVE:**

* Proven leadership skills and qualities.
* The ability to evidence consistently good and outstanding teaching and outcomes for all children.
* Experience of leading on SEND statutory paperwork, including the development of children’s individual educational targets
* The ability to meet the needs of all children in a fun, safe and secure learning environment.
* A strong commitment to and understanding of inclusion.
* A strong commitment to whole school improvement.
* A strong knowledge of autism.
* The ability to work productively as a team.
* **Ideal training in:**
* Autism
* Makaton
* PECs
* SCERTs
* Team Teach

**PERSON SPECIFICATION**

The candidates are required to address the selection criteria in their letter of application.

Candidates must show **evidence** of the following criteria, which will be used as part of the selection procedure:

|  |  |
| --- | --- |
| **Category** | **Essential** |
| **Qualification and Experience** | * Successful experience of teaching across the primary age range for a minimum of 2 years * Experience of teaching ASD children or with SEND and complex needs |
| **Desirable** |
| * Qualified teacher status. * Significant teaching experience in an ASD setting or special school * Team Teach trained. |
| **Knowledge and Understanding** | * Good knowledge of the new National Curriculum and the expected standards of achievement across the primary age range * Knowledge of current statutory regulations and guidance relating to SEND * Knowledge and understanding of teaching children who are learning English as an additional language and of children with SEND * Knowledge of a range of effective multisensory strategies for engaging and motivating pupils to achieve their full potential * Knowledge of, or skills in using, specialist communication systems e.g. Makaton |
| **Desirable** |
| * Understanding of effective strategies and resources for supporting children with Autism. * Knowledge of the relevant programmes such as: PECs, Attention Autism, SCERTS, PIVATs, TEACCH and Social Stories. |
| **Skills and Abilities** | * Proven track record of good or outstanding teaching * Ability to work effectively as a team member and make a contribution to the overall development of the resource base * Ability to communicate effectively with pupils, staff, parents and the wider community * Ability to work on own initiative, organise personal workload and meet agreed deadlines. * Ability to lead a team of support staff * A commitment to learn and grow professionally. * Ability to build genuine, trusting relationships with pupils. * Ability to use ICT interestingly to motivate pupils i.e. iPads * Ability to use creative approaches to communicate and enhance learning |
| **Personal Qualities** | * Committed to the school’s values * Is passionate and enthusiastic about developing strategies for improving teaching and learning. * Professional with an excellent attendance and punctuality record * Have a sense of humour. |
| **Equality Policies** | * Commitment to implementing the school policies on race, gender, disability and equality both in the curriculum and the school organisation. * Commitment to implementing safeguarding policies for children’s safety and wellbeing. |

**The Selection Process in Detail**

**Application Deadline**

Completed application forms must be received by **midnight Thursday 9th December 2021.**

**To do this:**

• Email to : <jobs@netley.camden.sch.uk> or

• Post/ hand-deliver documents to: Gareth Morris, Netley Primary School, 74 Stanhope Street, NW1 3EX **marked *Lead teacher ASD Application form.***

**Completing Your Application**

Candidates are asked to complete all the standard information required on the application form addressing all of the essential criteria on the person specification in turn. Reference should also be made to any of the desirable criteria.

**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 one professional reference is required.

**Safeguarding children**

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

The post will be offered subject to satisfactory completion of pre-employment checks.

**Interview Process**

In order to make our recruitment process as effective as possible, we will follow the procedure outlined below:

* Shortlist applications against the criteria
* Shortlisted candidates will be asked to teach a lesson of 30mins
* This may include an in-tray exercise
* This will be followed by an interview with a panel

The advertised post will be a one year contract to cover maternity leave from 1st February 2022.

**London Borough of Camden**

**C A T I O N F O R M**

**Please complete in type or black ink and refer to guidance notes.**

***Confidential***

**Return completed form to:**

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Gareth Morris,Netley Primary School, 74 Stanhope Street, NW1 3EX or email [jobs@netley.camden.sch.uk](mailto:jobs@netley.camden.sch.uk)

*Applications to be marked Lead teacher ASD*

|  |  |
| --- | --- |
| Applicant or employee no : | Job reference no : |
|  |  |
| Post applied for : | |
|  | |
| Where did you see this post advertised: | |

**PART A PERSONAL DETAILS(use block letters)**

|  |  |
| --- | --- |
| Last Name: | Home tel. no : |
|  |  |
| First Name: | Daytime tel. no : |
|  |  |
| Title: | Mobile phone no : |
|  |  |
| Current Address : | |
|  | |
| Email address : | |

|  |  |  |
| --- | --- | --- |
| Are you applying for this post as a job share? | YES | NO |
| Do you require a work permit (please refer to guidance notes)? | YES | NO |

**PART B EMPLOYMENT HISTORY, RELEVANT SKILLS & EXPERIENCE**

Please tell us about all jobs, both full and part time, you have had since leaving secondary education, including voluntary or unpaid work. Starting with your most recent include details of leaving reasons and periods when you did not work. Continue on a separate sheet if necessary.

|  |  |
| --- | --- |
| Name and address of present or most recent employer : | |
|  | |
| Job Title : Basic salary : | Basic Salary: |
|  | |
| Date started : | Until: Present |
| Brief description of duties : | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: “mmyy” | To: “mmyy” | FT/PT | Employer’s name and address | Job title, brief description of duties and reason for leaving | |
|  |  |  |  |  | |
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**PART C EDUCATION, QUALIFICATIONS AND TRAINING**

**Please give brief details of courses attended and examination results.**

**Secondary, further and professional education and qualifications**

|  |  |  |
| --- | --- | --- |
| Education establishment attended | Date | Examination/Results |
|  |  |  |
|  |  |  |
|  |  |  |

**Other training courses attended (including short, in-service training)**

|  |  |
| --- | --- |
| Course title, level, results (if appropriate) | Date |
|  |  |
|  |  |
|  |  |

**Membership of professional bodies (including registration numbers)**

|  |  |  |  |
| --- | --- | --- | --- |
| (Teachers only) DfES no : |  | (Social Workers only) GSCC registration no : |  |

**EXPERIENCE/RELEVANT SKILLS/FURTHER INFORMATION**

Please state how your experience, skills, abilities and achievements to date would make you a suitable candidate for this post. Include details of any relevant unpaid or voluntary work. Please continue/attach a separate sheet

if necessary.

|  |
| --- |
|  |

**PART D REFERENCES**

**Personal references will not be accepted.**

We will approach your last two employers, or your employers for the last five years (whichever is the longer), for references. Please provide contact details for all referees as required, one of which must be your current employer.

If you have not been employed please give the name of the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

A referee will normally be approached when/if a conditional offer is made.

|  |  |
| --- | --- |
| Name : | Job Title: |
|  |  |
| Address : | |
|  | |
| Email : | |
| Telephone no : | Fax No. |
| Name : | Job Title: |
|  |  |
| Address : | |
|  | |
| Email : | |
| Telephone no: | Fax No. |

**PART E RELATIVES/OTHER INTERESTS**

**Canvassing of Councillors or officers in relation to this appointment will disqualify you.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you related to a Councillor/employee of the Council or Governor of the school to which you are applying? | Yes | |  | No | |  | | |
| If yes, please give brief details : | | | | | | | | |
|  | | | | | | | | |
| If appointed, do you have any business and/or financial interests which might conflict with the duties of this post? | Yes | |  | No | |  | | |
| If yes, please give brief details : | | | | | | | | |
|  | | | | | | | | |
| Have you left the employment of the London Borough of Camden in the last two years by reason of redundancy? | Yes | |  | No | |  | | |
|  | |  | | |  | |  |
|  | | |  | |  |

**PART F CRIMINAL RECORDS DISCLOSURE**

**Criminal record disclosure for safeguarding roles with Regulated Activity**

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure by the applicant to the prospective employer and should not be taken into account by the prospective employer during the recruitment process.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: [www.gov.uk/government/organisations/disclosure-and-barring-service/series/dbs-filtering-guidance](http://www.gov.uk/government/organisations/disclosure-and-barring-service/series/dbs-filtering-guidance)

Before answering the question below you will need to visit the website above, (or contact the DBS on 0870 909 0811), to determine whether or not there are matters you may need to disclose.

**Do you appear on a barred list prohibiting you from working with children or vulnerable adults?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Children barred list | Yes |  | No |  |
| Vulnerable Adults barred list | Yes |  | No |  |

**Do you have any unspent or spent criminal convictions, cautions, reprimands and final warnings or outstanding criminal charges against you?**                                        Yes - No

**Have you ever been known by any other names?** If yes, you must complete the full name(s):

|  |  |  |  |
| --- | --- | --- | --- |
| Surnames: |  | | |
| Forenames: |  | | |
| From: |  | To: |  |

NOTE: You will also be asked to give full details of any previous names you have held when you complete a DBS application if you are the successful applicant.  This will be in compliance with the [DBS Code of Practice](https://www.gov.uk/government/publications/dbs-code-of-practice).  
  
**Withholding criminal record information may lead to the withdrawal of an offer of employment or, if following appointment, to disciplinary action which may result in dismissal.**

**PART G PREVENTION AND DETECTION OF FRAUD**

We have a duty to protect public funds. We may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

**PART H DECLARATION**

I declare that the information supplied as part of my application is true and complete, and for any of this information to be checked and verified. I understand that any deliberate omission, falsification or misrepresentation as part of my application may be grounds for rejecting my application or should the discovery occur following appointment, termination of my employment.

Signed:

Date:

**London Borough of Camden L U I N G D I V E R S I T Y I N E M P L O Y M E N T**

The London Borough of Camden is committed to equality and diversity in employment. In order to monitor and ensure the effectiveness of this, all applicants are asked to provide the following information. Any information given will be treated in the strictest confidence, and will be used solely for the purposes of monitoring.

This part of the form will be separated from the rest of your Job Application Form upon receipt and will not be considered as part of the short listing or appointment process.

**What is your gender?**

|  |  |  |  |
| --- | --- | --- | --- |
| Male |  | Female |  |

|  |  |
| --- | --- |
| Date of Birth |  |

**Disability:**

Under the terms of the Disability Discrimination Act 1995 ‘a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities’. Individuals with the following conditions can now automatically be classified as having a disability: HIV, cancer, multiple sclerosis, severe disfigurements, certified blindness or partial sightedness.

|  |  |  |  |
| --- | --- | --- | --- |
| Do you consider yourself to have a disability as defined above? | | | |
| Yes |  | No |  |

**What is your ethnic group? Please tick (**✓**)**

Our ethnic background describes how we think of ourselves. Ethnic background is not the same as nationality or country of birth. The groups listed below reflect the largest ethnic groups in Camden. You are asked to choose the ethnic group that is closest to how you see yourself and specify a more specific group if you wish.

**White: Mixed:**

|  |  |  |  |
| --- | --- | --- | --- |
| Albanian (excluding Kosovan) | | |  |
| Greek or Greek Cypriot | | |  |
| Kosovan | | |  |
| Turkish or Turkish Cypriot | | |  |
| White British |  | White Irish |  |
| Any other White background, please specify: | | | |
|  | | | |

|  |  |
| --- | --- |
| White and African |  |
| White and Asian |  |
| White and Caribbean |  |
| Any other Mixed background, please specify: |  |

**Black:**

|  |  |  |  |
| --- | --- | --- | --- |
| African Congolese |  | African Nigerian |  |
| African Somalian |  | Black Caribbean |  |
| Any other African background, please specify: | | | |
|  | | | |
| Any other Black background, please specify: | | | |
|  | | | |

**Asian:**

|  |  |  |  |
| --- | --- | --- | --- |
| Bangladeshi | | |  |
| Indian |  | Pakistani |  |
| Any other Asian background, please specify: | | | |
|  | | | |

**Chinese or other ethnic group:**

|  |  |
| --- | --- |
| Chinese |  |
| Any other group, please specify: | |
|  | |