



HARTLEBURY CE VC PRIMARY SCHOOL



Primary Teacher with SEND

APPLICATION GUIDE

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APPLICATION CLOSING DETAILS

Closing Date: Monday 31st March 2025
Closing Time: 9am



Executive Headteacher's Welcome



Dear Applicant

Thank you for your interest in joining our trust. As Executive Headteacher, I am delighted that you are considering a role within our school community.

Hartlebury is a unique school with a shared commitment to providing a nurturing and enriching environment for our children. We are looking for dedicated individuals who share our values and are passionate about making a positive impact on the lives of our students. Hartlebury's emphasis on core Christian values creates a supportive and collaborative environment offering opportunities for professional growth within our trust.

We believe in working closely with families and the wider community to ensure the success and well-being of our students. If you are committed to fostering a sense of belonging and contributing to our strong Christian ethos, we would love to hear from you.

Thank you again for your interest. We look forward to receiving your application.

Shelley Reeves-Walters
Executive Headteacher

Hartlebury CE Primary, Wilden All Saints CE Primary, Stourport Primary, St Bartholomew CE Primary, Wolverley Sebright Primary & Far Forest Lea Memorial CE Primary

Our Values & Ethos



At Hartlebury Church of England (Voluntary Controlled) Primary School we have a nurturing environment embedded with the core Christian values of Compassion, Respect and Forgiveness.

This trinity of Christian values is underpinned by many other values that we learn about and develop throughout the year. Although our values are not exclusively Christian we approach them through the teachings of Jesus and develop our understanding from this Christian view point.

COMPASSION . RESPECT . FORGIVENESS



CEO's Welcome



Dear Applicant

Thank you for your interest in joining a Severn Academies school.

The Stourport High School was a founding school in Severn Academies Educational Trust which now consists of a family of eight schools from across Wyre Forest. We are an outward facing trust, with strong local relationships and a commitment to growing the next generation of brilliant school leaders.

This is an exciting opportunity to join a Trust that is committed to harnessing talent and developing its people with a range of opportunities for further professional development.

The successful candidate will have a shared commitment to our values, working collaboratively to ensure their work underpins our priorities for school improvement and to forming positive working relationships with our community.

Enclosed are further details about the role and application process. We look forward to learning more about how you can contribute to 'growing brilliance' for our children and communities.

Matthew Carpenter | Acting Chief Executive

About Our Trust

Our trust is a learning organisation with a culture of reflection and review that supports a shared learning from our experiences. This shapes our strategic direction; taking every opportunity to find the best ways to support and educate our children and young people.

In setting out to show what strong collaboration and shared practice can achieve for children and their families, we believe that working together we can achieve more than we could alone.

In collaboration we also appreciate the importance of our collective desire to uphold and promote our values.

Our strategic objectives guide everything we do, to ensure we provide the nurturing conditions for children to grow and develop into outstanding young people, who lead brilliant lives.



JOB DESCRIPTION



Introduction

Job Title: Primary Teacher with SEND
Reporting to: Head of School
Start Date: Available from 1st September 2025
Salary: Teacher's main scale, SEND TLR
Contract Type: Full time, Permanent position available

Hartlebury CofE Primary School is seeking a dedicated and experienced teacher to join our team, taking on a vital role in leading our Special Educational Needs and Disabilities provision across our school. This is a unique opportunity for a passionate educator who is committed to ensuring every child reaches their full potential.

This position offers a blended role, combining classroom teaching with leadership in Special Educational Needs and Disabilities. You'll deliver dynamic and effective lessons, with the specific teaching phase tailored to your experience and expertise. Working in partnership with the Head of School, you'll contribute to developing a rich and inspiring curriculum that ignites a passion for learning and enables every child to thrive. Central to this role is the creation of a supportive and inclusive classroom, reflecting the school's Christian values and ethos. You will also be responsible for diligently monitoring and tracking student academic progress, ensuring alignment with the school's core values and a focus on driving positive student outcomes.

Experience as a Designated Safeguarding Lead or a Designated Teacher for Children in Care is a desirable asset.

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

Key Responsibilities

- To embody the values, vision and ethos of our Primary School's and the Severn Academies Educational Trust.
- Assist the Head of School in delivering policy which will ensure high quality and successful outcomes for children and the school.
- Take responsibility for your own ongoing personal development and growth of expertise.
- Modelling and promoting the Trust's wellbeing principles.
- Contributing to the continued delivery and development of the Trust aims as outlined in our 'Pledge'.
- Championing the professional integrity of the school including supporting its distinctive Christian ethos'.
- To provide teaching, assessing and development, according to the educational needs of the children in your charge.
- To assess, record and report on the development, progress and attainment of children to their parents, carers and all other interested parties.
- To promote the general progress and well-being of individual children.



JOB DESCRIPTION

- To support and promote creative and innovative education for all children encouraging individual development.
- To support the Head of School/SLT in ensuring a successful annual programme of activities, including assessment points, forest school and extra-curricular events.
- Enhance teaching and learning through sharing best practices, lesson observations, collaborative teaching and leading departmental CPD.
- Attend meetings where appropriate and liaise outcomes and actions with stakeholders.
- Support existing partnerships and initiatives across the wider school community, both locally and nationally.
- Keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum, leading to improvements in teaching and learning.

Specific Duties

- Teach a broad-based curriculum to the assigned class to facilitate the acquisition of knowledge/skills and to promote enjoyment in learning.
 - Direct the use of any support staff or class helpers facilitating the best deployment of human resources.
 - Use the allocated PPA time to plan effective lessons which have clear teaching aims, objectives, and lesson content and appropriately structured subject matter that matches the needs of the children. Lesson time and resources should be used effectively.
 - Establish and maintain a high standard of discipline using the school's behaviour policy consistently and fairly; thereby creating an environment in which children feel safe, secure and confident.
 - Develop homework to consolidate and extend learning.
 - Provide a challenging, yet supportive learning environment which stimulates, maintains and develops lively enquiring minds.
 - Plan and provide structured learning opportunities, which engage children's interest and which take into account their needs - particularly their developing physical, intellectual, emotional and social abilities.
 - Consider the needs of all children within lessons and implement specialist advice, where appropriate i.e. children with SEN or disabilities.
 - Encourage children to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for others and truthfulness.
 - Encourage all children to reach their true potential and become independent learners with a positive attitude to life-long learning.
 - Develop in children a sense of moral values which can form a framework for a sense of own worth, and relationships with others, so that children become responsible members of society.
 - Develop in children a positive attitude towards, and concern for, the environment.
 - Be immediately responsible for the processes of identification, assessment, recording and reporting for the children in their charge.
 - Be familiar with statutory assessment and reporting procedures, and prepare and present informative, helpful and accurate reports to parents.
 - Contribute towards the implementation of IPMs as detailed in the current Code of Practice, particularly the planning and recording of appropriate targets, actions and outcomes.
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JOB DESCRIPTION

- Assess children's work systematically and use the results to inform future planning, teaching and curricular development, giving children both oral and written feedback.
- Have a thorough and up-to-date knowledge and understanding of the National Curriculum Programmes of study.
- Have a good knowledge of any other statutory requirements related to the children's education or welfare.
- Attend and participate in parents' evenings and children's performances.
- Understand professional responsibilities with school policies and practices and in so doing actively support and reinforce those policies.
- Set a good example, not only to the children they teach but also to all other children in the school, in their appearance and their conduct.
- Critically evaluate resources and teaching, using this knowledge to improve the quality of teaching and learning.
- Establish effective working relationships with other professional colleagues, not only those within the School and Trust but also those from outside agencies concerned with children's education and welfare, e.g. educational psychologists.
- Assist in the development of the School Curriculum in line with the School's Improvement plan.
- Consider the children's welfare as paramount, and take action in accordance with the responsibility 'in loco parentis'.
- Consider issues of confidentiality when dealing with children, teachers, parents and outside agencies.
- Keep up-to-date with Child Protection Procedures and notify the Designated Safeguarding Lead of any concerns about a child.
- Ensure that the classroom is left tidy at the end of each day and report damage promptly.
- Participate in and deliver assemblies, where required.
- Contribute to the monitoring of the children's attendance/absence and lateness records.
- Any other duties commensurate with the scale of the post as may be required under the direction of the Head of School.

SEND Key Responsibilities

- Developing and implementing the school's or organisation's SEND policy and strategy.
 - Providing leadership and guidance to staff on best practices in SEND.
 - Monitoring and evaluating the effectiveness of SEND provision.
 - Managing the SEND budget and resources.
 - Overseeing the identification and assessment of children and young people with SEND.
 - Ensuring that appropriate support is put in place for students with SEND, including individualised education plans (IEPs) or support plans.
 - Working with teachers and other staff to develop and implement effective teaching strategies for students with SEND.
 - Coordinating and liaising with external agencies, such as educational psychologists, speech and language therapists, and social services.
 - Monitoring the progress of students with SEND and reviewing their support plans regularly.
 - Ensuring that the voice of the child and their family is central to the SEND process.
 - Keeping up-to-date with current legislation and best practices in SEND.
 - Maintaining accurate and up-to-date records of pupils with SEND.
 - Managing the records of Education Health and Care Plans (EHCP).
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JOB DESCRIPTION



Safeguarding:

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

Equalities:

We have a strong commitment to achieving equality of opportunity in our schools and in the employment of people. The post will ensure that the trust meets its statutory obligations in relation to all aspects of equality legislation.

GDPR:

Our GDPR privacy notices can be viewed on our website:
<https://saet.co.uk/key-information/saet-policies/>

General Accountabilities:

- So far as reasonably practicable, the post-holder must promote safe working practices by employees in school premises/work areas to maintain a safe working environment for employees and service users. These are defined in SAET Health and Safety policy.
- Work in compliance with the Codes of Conduct, regulations and policies of the Trust and its commitment to equal opportunities.
- Ensure that output and quality of work are of a high standard and comply with current legislation / professional standards.

PERSON SPECIFICATION



Attributes	Essential	Desirable
Education & Professional Qualifications	• Degree. • QTS. • Threshold standards met where eligible.	• First Aid trained.
Experience	• Effective teaching experience across the primary age range. • Promoting good progress and outcomes for all children, including those with additional needs. • Ability to promote good and courteous behaviour, both in classrooms and around the school. • Experience in supporting children with additional needs in a mainstream classroom.	• Experience working collaboratively with senior management, colleagues, parents and carers. • Experience of outside learning i.e. Forest School. • Experience working in a Church of England school.
Knowledge	• Current knowledge of strategies to improve teaching and learning. • Demonstrate good subject and curriculum knowledge. • Ability to inspire and motivate learners. • Excellent communication skills and ability to relate to children, staff and parents. • Ability to make accurate assessments and use them to improve progress. • Commitment to Equal Opportunities.	• Knowledge of subject management and leadership. • Experience in leading extracurricular/ enrichment opportunities and learning.
Personal Qualities	• Commitment to making a positive contribution to the wider life and ethos of the school, representing our values. • Ability to self-reflect, take advice and respond to feedback. • Shared responsibility for the improvement of the school. • A desire to continuously improve, with a personal commitment to CPD. • Dedication to implementing policies relating to the safeguarding, safety and welfare of children.	

Applicants must have the ability to support pupils through fluent and accurately spoken English.

NB. An enhanced DBS Disclosure is an essential requirement for this post.



APPLICATION PROCESS

**We are unable to sponsor visas or provide sponsorship for employment.
Applicants must possess existing right-to-work documentation**



1

SECTION ONE: PERSONAL DETAILS

Please ensure that all details are completed including your date of birth and Teacher Reference Number.

2

SECTION TWO: EDUCATION, TRAINING & QUALIFICATIONS

Please complete this section fully.

3

SECTION THREE: EMPLOYMENT/WORK EXPERIENCE

Please ensure that this section is completed fully. If you have gaps in your employment history, please indicate the reasons for this.

4

SECTION FOUR: SUPPORTING STATEMENT

Please use this as an opportunity to show your suitability for this post, as outlined in the person specification.



APPLICATION PROCESS



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SECTION FIVE: REFERENCES

Please provide two referees, their contact details and relationship to you. A telephone number and email address often makes contacting referees easier. At least one reference must be from your current or most recent employer, and we will ask about your suitability to work with children. Open references or testimonials will not be considered.

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SECTION SIX: DECLARATION

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

Please be aware that by signing the application form you are declaring that you are not on the Children's Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body and that you either have no convictions, cautions or bind-overs or that you have attached details of these. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post, should you be successful.

IMPORTANT NOTICE

Please also be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.



**If you would like to know more
about working with us please
get in touch**



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www.hartlebury.worcs.sch.uk



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COMPASSION . RESPECT . FORGIVENESS

