

CLASS TEACHER



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“The Short Stay School for Norfolk is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.”

Introduction

The Short Stay School (SSSfN) is an extraordinary and diverse school which caters for young people throughout the county of Norfolk. We are an all through environment whose students and pupils range from the age of 5 to 16. Like many traditional schools we have a number of sites, only ours are spread across the county in order to ensure good local services for the schools and communities we serve.

The Short Stay School primary function is to provide education and support for young people who have been permanently excluded from school. The needs and profile of these young people vary tremendously but in the majority of cases our role will be to prepare them for return to a new school and support them in a successful reintegration to mainstream school. We also assess pupils to see if a specialist school setting is required as many pupils that arrive to our schools have underlying SEN.

The SSSfN is also an educational base for children who are missing education. We provide educational packages for any child in Norfolk who is without a permanent school place until such time as their school place can be finalised. In this role we cater for a diverse population which includes those who are new to the county or the country as well as those with learning needs and SEMH needs who are awaiting more specialist provision.

JOB DESCRIPTION

Job Title	Class Teacher
Location	Unity Education Trust Short Stay School- Various
Grade	Main Scale
Responsible to	Assistant Headteacher Head of School
Responsible for	Providing specialist support and teaching for children experiencing difficulty with social, emotional and behavioural development in schools, the Short Stay School, pupil's home or other settings when required.
Effective Date	1 September 2017

Role and Context	
Job Purpose	<p>Teachers will deliver curriculum content and provide learning opportunities for young people of all ages within an environment where the principles of SEAL and Restorative Justice are used to facilitate a holistic understanding of a young person's needs. They will advise and support schools, pupils and parents, promote an innovative approach, and be prepared to work in a variety of venues and with a wide age range if circumstances require. They will establish good behaviour for learning strategies and use these to raise attainment and reduce exclusions.</p> <p>Working within and subject to Teachers' Pay and conditions <u>teachers will:</u></p> <ul style="list-style-type: none"> • Work within the graduated framework of the Short Stay School providing individual and group teaching and support for pupils in a variety of settings including mainstream schools, Short Stay School base, pupil's home and specialist provision. • Work with schools, parents/carers and other agencies to support the successful educational reintegration and social inclusion of children and young people by providing interventions and devising programmes of work.
Context	<p>The Short Stay School establishment is responsible for provision and support for pupils temporarily out of school or at risk of exclusion. The establishment underpins the behaviour support continuum (working closely with Children In Need teams, Corporate Parenting teams and specialist LA wide CS teams) and ensures education provision which can be sited in a variety of venues, as well as outreach work to support pupils both in schools as part of behaviour support and other settings as part of</p>

	<p>curriculum delivery and reintegration.</p> <p>It encompasses a wide range of curriculum pathways and is able to deliver personalised learning, based upon assessment of need in order to enable a swift re-integration into schools for KS1, 2 and 3 and 4 pupils, and transition into alternative provision and post 16 provision for KS4. Where longer term need is required is able to provide and identify the kind of provision recommending placements managing referral processes and supporting transition into placements.</p> <p>The Norfolk Short Stay School has 9 sites across the county, each working with a cluster of schools and local alternative provision providers.</p>
Other Job Information	

Principal Accountabilities (in order of importance)	
	<ol style="list-style-type: none"> 1. Take responsibility for teaching, planning, assessing and evaluating curriculum subjects or leading specialist sessions. Contributing to teaching within core subjects at primary and/or secondary key stages. 2. Undertake specialist assessment and interventions for pupils with complex difficulties becoming the lead teacher for defined groups or subject areas. Providing information, advice and guidance to school staff and providing for and managing interventions to support pupils. Within lessons, group and individual work supporting, supervising and planning the work of Specialist Support Assistants/Teaching Assistants. 3. Observe, assess and evaluate pupil's performance and development, maintaining accurate and complete records of progress. Reporting to Leadership team, parents/carers and when required other professionals. 4. Work as part of the Short Stay school team to provide behaviour support to schools of all types and all phases. 5. Provide statutory or general advice, when required, to a service quality standard and within mandatory time scales 6. Undertake activities which contribute to meeting Service targets, e.g. reductions in exclusions, increased attendance and improving attainment and achievement against a range of indicators and pupil outcomes, providing records of assessments and outcomes as required. 7. Contribute to an area of Short Stay School specialist development linked to subject specialism and strategies for working with challenging pupils. 8. Contribute to, and participate in the whole school performance management process including the review of colleague's performance. 9. Attend and contribute to multi-agency case conferences, offering a range of interventions to meet assessed needs, providing feedback and reports to the leadership team. 10. Contribute to the development of an engaging curriculum for all key stages ensuring use of ICT and other technologies across the curriculum.

11. To undertake all duties with an over-riding regard for the Safeguarding of children and young people and in accordance with all current guidance and best practice in this area.

PERSON SPECIFICATION

Person Specification This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.	
Qualifications	<ul style="list-style-type: none"> • Graduate with Qualified Teacher Status • Recent relevant professional development
Experience	<ul style="list-style-type: none"> • Teaching experience within a school at primary or secondary level • Teaching range of subjects and at least one core subject • Significant experience of working with vulnerable pupils within schools and other settings • Curriculum planning and assessment • Ability to plan and implement effective actions for pupils at risk of underachieving • Able to use a range of ICT equipment to support learning including e learning programmes for pupils • Experience of working with a range of support services/providers as part of multi-disciplinary and agency planning and interventions •
Skills/Knowledge	<ul style="list-style-type: none"> • Able to teach at least one core subject at primary and/or secondary level • Good working knowledge of Special educational needs, code of practice (revised) etc. • Understanding of principles of child development and learning processes and in particular, barriers to learning <ul style="list-style-type: none"> ▪ Full working knowledge of relevant policies/codes of practice/legislation ▪ Working knowledge of National Curriculum and other relevant learning programmes ▪ Working knowledge of child protection procedures, health and safety procedures, Disability Equalities Scheme/Act, confidentiality and data protection policy and procedures. ▪ Effective use of ICT to support learning ▪ Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these • Strategies for school improvement – assessing needs, data analysis, coaching and mentoring staff • Strategies for developing effective teaching and learning for vulnerable and challenging pupils • Strategies and interventions for ensuring good behaviour management • Ability to support, motivate and inspire others • Ability to work effectively with staff, pupils, management, committee members, parents/carers and the community

Key Competencies	
Customer Service	<ul style="list-style-type: none"> ▪ Asks questions of and listens to people to gain a deeper understanding of their needs ▪ Offers more than one answer or solution wherever possible ▪ Only makes promises which can be kept ▪ Tries to solve problems or complaints ▪ Display an awareness of the differing needs, abilities and values amongst internal and external interactions.
Achieving Results	<ul style="list-style-type: none"> ▪ Willingly accepts challenging goals ▪ Makes suggestions for improving own and others' work ▪ Regularly reviews progress and standards against objectives ▪ Encourages hard work and high standards in self and others ▪ Understands and demonstrates a commitment to health and safety control and improvement strategies, risk assessment, incident causation
Team Working	<ul style="list-style-type: none"> ▪ Puts own priorities to one side if necessary to support the greater need of the team ▪ Questions decisions where they crucially affect the interest of the team ▪ Allocates work based on individual abilities and skills ▪ Participates in regular team meetings to inform, educate and communicate health and safety responsibilities ensuring standards and encourage improvements to be made ▪ Challenges bullying behaviour. ▪ Takes the opportunity to input into team/service area planning in respect of equality and diversity. ▪ Ensures that working arrangements, resources and business practices support differing needs, abilities and values.
Communicating, influencing and relationship building	<ul style="list-style-type: none"> ▪ Successfully persuades people of the benefits of a particular approach or idea ▪ Shows understanding of others' viewpoints looking for a win- win situation ▪ Ensures that the Council's expectations and values regarding equality and diversity and health and safety are communicated to all parties
Improving for Excellence	<ul style="list-style-type: none"> ▪ Welcomes and acts on ideas from others in

	<p>the team</p> <ul style="list-style-type: none"> ▪ Adapts quickly and with enthusiasm to changes, and adapts work effort appropriately ▪ Explains clearly and persuasively what the benefits of change will be ▪ Listens to concerns about change and tries to find solutions
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General Information

- The job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant Trust policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by the Head Teacher

TERMS OF APPOINTMENT AND CONDITIONS OF SERVICE (for Teaching posts)

Joining us

Location

The post will be located at one of The Short Stay School bases specified in the advert. The Short Stay School for Norfolk reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

Benefits

Salary

Salary is calculated in accordance with the provisions of the Schools Teachers Pay and Conditions Document.

Main Pay Scale (from 1.9.21) - £25,971 to £37,331 plus SEN allowance, £2,902

Salary is payable monthly by bank credit on the 19th day of each month and covers work carried out in that calendar month. Where this falls on a Saturday or Sunday, salary is accredited on the preceding Friday.

Teachers will receive not less than one-third of a year's salary for each full term's service in any school maintained by the Authority. For the purpose of these arrangements the three terms in each year shall be constituted as follows:-

The Summer Term from 1 May to 31 August

The Autumn Term from 1 September to 31 December

The Spring Term from 1 January to 30 April

NB: In accordance with Audit Commission anti-fraud powers, data from the County Council payroll system is periodically matched to other Government data.

Notice Periods

Other than in short-term temporary, fixed term or special educational needs contracts where a shorter notice period is specified in the letter of appointment, you are required to give two months (and in the Summer Term three months) notice of termination of employment, to terminate at the end of the (notional) school term. You are entitled to receive a similar period, or the minimum statutory provision under the Employment Rights Act 1996.

Notice (Maternity Leave Cover)

Should you wish to terminate your employment before the post holder returns from maternity leave you will be required to give one weeks notice in writing. You will be given one weeks notice of the return of the post holder.

Pension/Superannuation

The post holder will have the opportunity to join the attractive Teachers Pension Scheme. Employees have various choices regarding pensions arrangements, and further details are available on request.

Conditions of Service

Conditions of Service are those laid out in the School Teachers Pay and Conditions Document.

Smoking

For the benefit of all employees all Short Stay School premises are a smoke free zone.

Requirements Of The Post

Hours of Work

This post is **1.0 FTE** and is governed by the provisions of the School Teachers' Pay and Conditions Document.

Medical Examination

The successful candidate must satisfy the school that they are medically fit to undertake full teaching duties under the provisions of the Education (Teachers) Regulations. In most cases the decision is made on the basis of a questionnaire.

Disclosure and Barring Service (DBS) Check

All appointments are also subject to formal clearance under the DBS regulations governing employees in schools with substantial access to children. If you have not already been cleared and clearance is not forthcoming your employment may be terminated. You will not be able to commence duties until this check is completed satisfactorily.

Flexibility/Mobility Policy

The Short Stay School for Norfolk reserves the right to transfer its employees to alternative posts appropriate to their grade and/or to alternative work places as is considered reasonable.

Equal Opportunities

The SSSFN has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation.

The SSSFN also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

Disclosure and Barring Service and Disclosure of Convictions

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) Amendments Order 1986 provides exemption from the general provision of Section 4(2) of the Substantive Act for those employed in or seeking employment connected with the provision of Children's Services and/or Adult Social Services.

Applicants for posts which enable the successful post holder to have access to any of the following class of person in the course of their duties will be subject to the disclosure procedure:

- * persons over the age of 65
- * persons suffering from serious illness or mental disorder of any description
- * persons addicted to alcohol or drugs
- * persons who are blind, deaf or deaf without speech
- * other persons who are substantially and permanently disabled by illness, injury or congenital deformity
- * any office or employment concerned with the provision to persons aged under 18 of accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training, being an office or employment of such a kind as to enable the holder to have access in the course of their normal duties to such persons, and any other office or employment the normal duties of which are carried out wholly or partly on the premises where such a provision takes place. - Plus any work which is in a regulated position as defined by the Criminal Justice and Court Services Act 2000 or work in a further education institution where the normal duties of that work involve regular contact with persons under the age of 18 years.

You are therefore required to declare any existing or pending prosecutions, convictions, cautions, reprimands or final warnings you may have, even if they would otherwise be regarded as "spent" under the Act. The information you give will be treated in confidence and will be taken into account only in relation to an application where the exemption applies.

If you have information to declare you must state this in the appropriate section on your application form and attach a sealed envelope containing details of your convictions.

The Short Stay School for Norfolk is also entitled, under legislation introduced for the protection of children and vulnerable adults, to require the successful application for this position to apply for a "Disclosure" of the existence and content of any criminal record from Disclosure and Barring Service (DBS). The Short Stay School for Norfolk's policy for dealing with Disclosure information complies with the standards of the DBS Code of Practice in treating all information received from the DBS in the strictest confidence. All our policies are available on our website www.sssfnc.co.uk.

The Short Stay School for Norfolk is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the post holder and the circumstances and environment in which the job would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however disqualify you from appointment, or result in dismissal if the discrepancy comes to light. It should be noted that it is an offence for anyone excluded from working with children and/or vulnerable adults to apply for a

regulated position. If you would like to discuss what effect any conviction might have on your application, please contact HR.

Please note the following:

Where the combined travel and interview and selection activities mean that you necessarily incur additional expenses, The Short Stay School for Norfolk will reimburse your actual expenditure, directly related to the interview, in line with the limits specified (maximum £ 100.00) and in accordance with the following restrictions:

- Claims will not be reimbursed for alcohol.
- Claims must be accompanied by a receipt and will not be accepted for payment without such documentary evidence. Petrol receipts dated prior to travel must be provided if a car is used before mileage can be claimed.
- If you travel by rail and have to take a meal in the restaurant car either the cost of a standard meal will be reimbursed or if the standard meal is unavailable reasonable reimbursement will be made in line with the limits overleaf.
- Candidates asked to attend an interview from outside the United Kingdom will only be paid expenses from port of entry.
- Existing employees of The Short Stay School will not be reimbursed.

Please also note the following:

Claims must be made within one calendar month of the date of the interview, claims received after this time will only be paid under exceptional circumstances.

Payment will be made straight into your bank account and payment advice emailed, faxed or posted to you. If you do not complete your account details your claim cannot be processed.

If you withdraw from the selection process or refuse an offer of appointment for a reason considered by The Short Stay School to be inadequate, expenses will not be paid.

If you are successful the expenses will be paid in your first months pay, unsuccessful candidates will be paid within a month of receipt of the claim. Internal candidates will be reimbursed via the payroll system whether they are successful or unsuccessful.

Any interview expenses paid to successful candidates must be repaid in full should you leave the Short Stay School for Norfolk within two years.

NB We reserve the right to amend claim forms if the level of reimbursement claimed is deemed excessive.