



North Ridge High Specialist Support School

## Job Description:

### Qualified Teacher -1 SEN point

(Candidates on UPS will be considered)

#### **Job Details**

**Contract type:** Full Time – Permanent

**Salary:** Teacher 1 SEN point

**Reporting to:** Head Teacher of North Ridge High Specialist Support School

**Application closing date:** Monday 27<sup>th</sup> January

**Start Date:** April 2025

**We welcome applications from teachers who have been trained to teach in primary schools as well as secondary, in both SEN and mainstream settings**

The Governors seek to appoint a dynamic, hard working individual who will live up to our school motto of “do your best”. The suitable candidate to this post will be able to teach pupils with a range of learning disability and associated needs. The successful applicants will benefit from working in a school with a positive, caring, ethos where team work is important and a supportive staff development and training programme is available.

Please telephone or email for further details and an application pack.

Prospective candidates are welcome to visit the school.

You will teach several areas of the curriculum and be responsible for a class group. You will be responsible for co-ordinating the whole school development of an area of the curriculum (unless you are an ECT). You will be supported by a strong experienced team. You will benefit from opportunities to engage in an excellent staff development and training programme. The successful applicant will benefit from working in a school with a positive, caring, ethos where team work is important.

Please refer to the ‘school’s offer’ poster for more information.

Reporting to: The Headteacher, the Deputy Headteacher and Heads of Department.

#### **Main Purpose of Post**

To teach pupils and student in the age range 11 – 19 years who have complex and persistent learning needs and an EHC plan. This will be with any pupils in the school. You will be a member of a team and will teach



within your department and in other departments as required. You will have full responsibilities for a class and will be responsible for the education and pastoral care of this class.

### **Teaching**

1. To assess the needs of pupils/students and plan individual learning targets to their needs.
2. To assess the effectiveness of the individual targets you have set.
3. To teach groups of pupils/students and subjects as required.
4. To lead and co-ordinate the work of the staff in your class.
5. To make use of the resources within the community by organising education visits to support areas of the curriculum.
6. To attend, as required, appropriate meetings about pupils/students you teach.
7. To use ICT to support teaching and learning in all areas.

### **Tutor Role**

8. To ensure individual targets are set in each curriculum area each term and that the end of year report is completed for all pupils/students in your tutor group.
9. To lead the statutory annual EHC review for pupils/students in your tutor group.
10. To ensure that staff throughout the School understand the behaviour, feeding and other specific needs of pupils/students in your tutor group.
11. To attend, as required, appropriate meetings about pupils/students in your tutor group.

### **Record Keeping**

12. To use ICT to keep pupil/student records up to date by implementing the record keeping systems used in School.
13. To use ICT to write reports concerning pupils/students you teach who are in your tutor group.

### **Home/School Links**

14. To maintain contact with parents/carers through the home-school diary and other contact.
15. To be present and contribute to parent meetings, parents evenings and open days for parents.  
Curriculum Management
16. To take responsibility as a curriculum co-ordinator for the management and organisation of subject
17. To manage the budget for subject

### **Staff Development**

18. To take an active part in the School's Staff Development Programme.



19. To take part in a Professional Development Review with the Performance Management Cycle.

### **Inclusion**

20. To be actively involved in promoting and supporting inclusive experiences for all pupils both within North Ridge High School and if required in the local mainstream high school and local community.
21. To be able to lead relevant sessions/ training in the different settings offered by North Ridge.

### **General**

22. To be aware of and follow the School's Health and Safety Guidelines.
23. To understand and actively promote the School's Equality Policy and guidelines.
24. To understand and follow school's safeguarding policy and Code of Conduct

### **Specific Responsibilities as subject Co-ordinator**

- To write a policy and scheme of work and update it according to the needs of the pupils and any changes in DFE guidance.
- To co-ordinate the spending of the subject budget.
- To update the subject Action plan annually.
- To maintain an up to date list of subject resources.
- To organise training for staff in the area of subject.
- To support teachers in planning subject lessons.
- To monitor teaching of subject across the school to evaluate training needs, changes to the Scheme of Work and additional resources required and the impact your curriculum has on the progress made by pupils.
- To attend courses to update skills and cascade to other staff in school.

### **Review and Amendment**

This job description may be amended at any time after consultation with the post holder. It is normally subject to annual review. Subject to the provisions of the School Teachers' Pay and Conditions Document it may be amended at the request of the Headteacher but only after full consultation between them.

### **How to apply**

Please complete the application back. You can also telephone (0161 553 0200) or email ([HR@northridge.manchester.sch.uk](mailto:HR@northridge.manchester.sch.uk)) for further details. Prospective candidates are welcome to visit the school.

The Governors of the school are committed to Safeguarding and a comprehensive screening process will be undertaken on successful applicants. This post is exempt from the Rehabilitation of Offenders Act 1974



and enhanced DBS clearance is required and the children's Barred List will be checked. North Ridge High School's Safeguarding Policy can be found here: [www.northridge.manchester.sch.uk/student-page/safeguarding/](http://www.northridge.manchester.sch.uk/student-page/safeguarding/) .

**We welcome telephone contact with perspective candidates prior to application.**