



SEMH Instructor/Teacher

Candidate Pack



Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of our pupils to reach their full potential, have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We focus on impact, always making sure common sense is at the heart of our decision making, ensuring clarity and consistency from our leaders.

Our people matter; 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 to allow them to flourish and be the best that they can be.

Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people 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.



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About this role

Ash Grove School, formally Spring Lane School, is a specialist Pupil Referral Unit, dedicated to providing tailored education and support for young people facing challenges in mainstream education. We offer a nurturing and structured environment where students can re-engage with learning, develop resilience, and achieve personal success. Our dedicated staff work closely with students, families, and external agencies to ensure that every child receives the support they need to thrive.

We are seeking to appoint a well-qualified, inspiring, and compassionate SEMH Instructor/Teacher at Ash Grove School.

You will be an outstanding classroom practitioner who is dedicated to raising high standards for our pupils.

We are laying strong foundations for growth and have a clear vision for the trust. This role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity whilst maintaining a good sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

We ask that you do not send CV's, please complete and send your application form to hr@oaklp.co.uk

For any inquiries about the role, please contact the trust central team on **0161 553 0030** or email HR directly using the email provided above.

For further information about the trust please visit our website:
www.oaklp.co.uk

James F. Smith

James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk



A young boy with short brown hair is shown in profile, focused on playing a violin. He is wearing a dark blue sweater. The background is a library with bookshelves filled with books. A teal circular graphic is overlaid on the right side of the image, containing a quote and a caption.

“Every day is different, with opportunities to learn new skills and work together to find solutions. It’s a great place to work with a fantastic team of dedicated staff.”

Member of our Pastoral Team at Oak Learning Partnership

SEMH Instructor/Teacher

Salary: Unqualified Teacher Pay Scale 1 – 6 plus SEN allowance (£2,679) actual salary £24,410 - £36,581; Main Pay Scale 1 to Upper Pay Scale 3 plus SEN allowance, actual salary £34,329 - £51,763 per annum

Hours: 1265 hours per annum worked as per the Teachers Pay and Conditions

Job Description

Normal place of work: Ash Grove School, although you may be asked to contribute towards trust wide projects.

Normal working hours: 1265 hours per annum worked as per the Teachers Pay and Conditions.

Responsible to: Headteacher, Deputy Headteacher and Assistant Headteacher.

PURPOSE OF THE POST

- To promote the aims and objectives of the school as laid down by the trust.
- 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.
- To deliver outstanding teaching for our students whose main barriers to learning include social, emotional, and mental health barriers.

DUTIES AND RESPONSIBILITIES

- Register classes taught at the commencement of the day.
 - Plan and prepare courses and lessons for a range of subjects, appropriate to each class assigned in written form.
 - Teach, according to educational needs, classes assigned to and record teaching activity in the approved format.
 - Maintain classroom discipline and a safe working environment for pupils, observing all school guidelines with regard to the welfare, health and safety of pupils.
- Implement the process of assessment, recording and reporting on the development, progress and attainments of pupils taught.
- 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.

- Participate in arrangements for further training and professional development as a teacher.
- Attend all appropriate professional meetings as defined by the school's Directed Time.
- Provide work for classes affected by your absence when this is by prior arrangement.
- Co-operate and participate with the Head of Department in Departmental administration, activities and management.
- Maintain a stimulating work environment, principally through display material.
- Implement, in a professional manner, agreed school Curriculum and Departmental policies.

Classroom Responsibilities


- Ensure that pupils are appropriately and fully assessed in line with the school assessment policies.
- 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 Trustees' Curriculum Statement.
- Ensure that pupils' record of progress is maintained in accordance with the school record keeping policies.
- Be responsible for the associated work of any non-teaching staff.
- Ensure that necessary resource material is available, coordinated and accessible for efficient implementation of individual, group and class work and to update such material as necessary within budgetary constraints.
- Ensure that all classroom stock is properly maintained and accommodated as securely as possible.
- Maintain and control records of classroom stock.
- Produce suitable classroom and corridor displays of work.
- Promote parental and if appropriate, community interest in classroom work.
- Liaise with teaching and non-teaching staff and concerned professionals with regard to the education of pupils at the school.
- Liaise with other staff members with regard to the effective and smooth transition of pupils between classes.
- Contribute to the Annual Review of the EHCP process and to case conferences as necessary.
- Work with class teaching assistants ensuring that they are appropriately directed and managed in accordance with the policies and procedures of the school.
- To be an effective pastoral form teacher and communicate with families to develop pupil wellbeing.
- Use Team Teach de-escalation strategies in a highly effective manner in line with training.
- Use Team Teach positive handling appropriately in line with training.

General Responsibilities

- 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.
- Keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DFE requirements, legislation and procedures.

SEMH Instructor/Teacher Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> Graduate; Qualified Teacher Status Willingness to learn and a commitment to professional development. Ability to teach pupils on the autistic spectrum. Successful teaching of SEND/ SEMH pupils (unless ECT). Positive relationships with pupils' parents. <p>Ability to provide excellent opportunities for young people with learning disabilities and physical disabilities or have the dedication and disposition to train to do this.</p>		<ul style="list-style-type: none"> Additional qualification / professional development in Special Educational Needs.
CRITERIA	Ability, 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:	
ESSENTIAL		
<ul style="list-style-type: none"> Effective classroom practitioner. Knowledge and understanding of specialist strategies for pupils with SEND / SEMH. Ability to evaluate and develop practice from evidence of pupil learning. Able to provide for pupil' different learning styles- particularly those with SEMH. Ability to teach outstanding lessons. 		
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL		
<ul style="list-style-type: none"> Demonstrable commitment to SEND work. Ability to manage other team members in the classroom. A team player. Approachable and sensitive to the needs of others. A willingness to work positively with challenging behaviour. Demonstrate commitment to equal opportunities. 		



"I really enjoy working with the Oak Learning Partnership. I feel supported in my role and I am valued and encouraged to reach my full potential by leaders who believe in me. I have a wealth of support that I can access from the central and executive leadership team and their values are evident in raising outcomes for children whilst empowering staff to make, and be, the difference."

Member of our admin team
at Oak Learning
Partnership

Oak Learning Partnership

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