



St Clare's School

Where we reach our goals!

Class Teacher (SEN)

Grade: MPS/UPS + SEN1

Actual Salary: £31,650 - £49,084 +£2,679

Contract: Full time permanent

Start Date: As soon as possible

CANDIDATE INFORMATION PACK





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What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from The Headteacher
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline



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Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The class teacher position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint an outstanding specialist class teacher with a passionate commitment to improving the lives and opportunities of young people.

St Clare's school is proud to offer personalised education to students aged 11-16 with moderate learning difficulties and associated needs including ADHD, Autism, communication, social, emotional and mental health and challenging behaviour. St. Clare's school is based in Mickleover, Derby.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact the school office on 01332 511757, via email to admin@stclaresschool.co.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully

Julian Scholefield
Chief Executive Officer



About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of 14 academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.



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Welcome from the Headteacher

Dear applicant,

I am delighted and honoured to be the Headteacher at St. Clare's School and I am seeking an enthusiastic, dedicated class teacher to join our school team. I am very pleased that you are considering applying to work in such a fun, innovative school.

As a school, our main job is to make sure the children are safe, happy and reaching their potential. Families make an important contribution to their child's achievements at school and from my experience I know that a successful and happy school depends on all of us working together.

At St. Clare's we hold a strong belief in the power of education to change children's lives and the right of every child to receive an excellent education. Our school values are; pride; resilience; and courage. The staff team are dedicated to building opportunities for students to achieve the highest academic standards, ensuring that they are known well as individuals and that their unique personality, talents and interests are nurtured and developed to the full.

At St Clare's School education is about developing the whole child and providing opportunities for them to flourish within and beyond the classroom. It is the aim of the whole school team to help each child become a successful learner and well-rounded individual who is ready to make the next steps in their journey.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills, experience, and strength of character to fulfil the challenges of the role. The closing date for applications is 23:59 on 01 December 2024. A visit to the site is encouraged, please contact the school on 01332 511757 to arrange this.

I wish you well in your application.

Yours faithfully,

Laura Russell
Headteacher



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About St Clare's School

St Clare's school is proud to offer personalised education to students aged 11-16 with moderate learning difficulties and associated needs including ADHD, Autism, communication, social, emotional and mental health and challenging behaviour. All students have an Education, Health and Care (EHC) Plan which sets out the provision required to meet their individual needs.

Located in Mickleover we have 159 students on roll from across the City of Derby and southern Derbyshire.

In response to our student's needs, we offer a full and diverse curriculum with specialist support designed to address the holistic needs of our students. The progress that our students make is judged as outstanding as a result of the teaching and support available to them and the progress that they make academically, socially and emotionally.

Transition arrangements with feeder schools are in place to ensure a smooth move between schools for all pupils. Transition to Post 16 provision is also effectively developed to support student success.

Further information about our academy can be found on the website at:

<https://stclaresschool.co.uk>



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The advertisement

Job Title: Class Teacher (SEN)

Location: St Clare's School, Rough Heanor Rd, Mickleover, Derby DE3 9AZ

Grade/Scale: MPS/UPS + SEN1 £31,650 - £49,084 +£2,679

Start date: As soon as possible

Contract: Full time permanent

We are seeking an outstanding class teacher with previous experience of teaching students with special educational needs. The candidate should have experience of appropriate management techniques for young people with SEND, SEMH, communication difficulties and challenging behaviour.

Reporting directly to the Headteacher and Senior Leadership Team.

The ideal candidate will be calm and understanding, patient and able to work with students of 11–16-year-olds with an education, health care plan.

Within a safe, structured and predictable environment, we deliver a personalised curriculum. We teach the full range of national curriculum subjects and support students to develop independence, confidence and life skills. We strive to enable our students to participate fully in experiences both in school and in the wider community, to help them make informed life choices.

Benefits include: Teachers' Pension Scheme, Westfield Health membership and free parking.

For further information, please contact the school office, St Clare's School, on 01332 511757, via email to admin@stclaresschool.co.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 01 December 2024 (23:59)

Interview date: 05 December 2024

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



Job Description: Class Teacher

Esteem Multi-Academy Trust

Post Title:	Class Teacher (SEN)
Location:	St Clare's School
Purpose:	Education to the highest of standards in a special school
Reporting to:	Headteacher
Responsible for:	Pupils
Liaising with:	<ul style="list-style-type: none"> ○ Pupils ○ Staff ○ Parents ○ Headteacher/Senior Leadership Team/Executive Business Manager
Working Time:	Monday – Friday 6.5 hours per day
Salary/Grade:	MPS/UPS + SEN1 £31,650 - £49,084 +£2,679
Disclosure level	Enhanced DBS Clearance
PRINCIPLE RESPONSIBILITIES	
To Achieve the Above	<ul style="list-style-type: none"> • Required to carry out duties of a School Teacher as set out in the School Teachers' Pay and Conditions Document 2019 • Required to carry out such particular as prescribed by the School Teachers' Pay and Conditions Document 2019, Part 7 sections 50.0 to 52.1. Your professional conduct is governed by the Teacher Standards – Annex 1 of the School Teacher Pay Conditions Document 2019. Your ongoing appraisal of performance will assess you against these standards • Attending training opportunities as necessary (i.e. First Aid, Safeguarding) • Work in a professional manner and with integrity and maintain confidentiality of records and information • Maintain up to date knowledge in line with national changes and legislation as appropriate to the role • Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding • Participate in the Trust Appraisal process and undertake professional development as required • Working jointly within a team with good communication skills • Able to work on own initiative, and at a good pace • Have an 'Eye for detail' • Have a flexible approach



In addition, you are required to undertake the following responsibilities for which you are being paid an SEN incentive allowance of 1 point to:

- Work with pupils who have special educational needs in a special school
- Promote parental interest and understanding
- Liaise with other schools and agencies
- Support actively the school ethos of care and commitment to the achievement of all students
- Coordinate subjects as specified across the whole school paying regard to individual needs and the life skill aspects of this curriculum area
- Promote the accreditation with appropriate qualifications the achievements of all students in specified subject
- Review and implement KS3 accreditation schemes for subjects as specified annually or as required if needed more frequently
- Liaise and support non specialist staff
- Undertake a tutorial role and responsibilities including annual review meetings
- You may be asked to perform any other duty in line with the School Teachers Pay and Conditions Document at the Head Teacher's request

Other Generic Responsibilities:

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development.
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.



Person Specification: Class Teacher (SEN)

Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE, KNOWLEDGE AND ABILITIES	
Essential	<ul style="list-style-type: none"> • Qualified Teacher Status • Educated to degree level • Evidence of further professional development • Understanding of current good practice across the school • Takes responsibility and accountability • Able to lead and collaborate with other professionals • Able to plan, organise, model and resource an outstanding and stimulating environment for individual pupils and groups to deliver, evaluate and assess learning • Able to form positive relationships to help students succeed • Experience of appropriate management techniques for young people with challenging behaviour, communication difficulties, SEMH and SEND <p>Personal Qualities:</p> <ul style="list-style-type: none"> • Committed to the needs of the pupils, parents and other stakeholders • Demonstrates a “can do” attitude and help and encourage others to achieve expectations • Acts with pace and urgency being energetic, enthusiastic and decisive • Communicates effectively • A teacher with a flexible approach to work, who enjoys being a good team member • Must have good communication skills, both orally and in writing • Ability to inspire and challenge others • To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post
Desirable	<ul style="list-style-type: none"> • To have worked with pupils who have special needs in an educational setting • Good understanding of what constitutes an outstanding curriculum • Have a sound understanding of how assessment and data support school improvement and the drive for high standards • Good knowledge of the relevant legislation and guidance within the education sector • May be able to demonstrate experience of effecting change in teaching and learning at class, phase or whole school level
<p>This person specification is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	



Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2024' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

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.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, your previous employer will be asked about any offences.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.



Application process and timeline

Application forms are available on our website at www.esteemmat.co.uk/vacancies.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations UK (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

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