



Trinity  
Academy  
Whitehill



# Recruitment Pack

## SEN Teacher

Discover, Wonder, Grow - That's the Whitehill Way.



[whitehill.trinitymat.org](http://whitehill.trinitymat.org)

# A welcome from our Principal



**Dear Applicant,**

Thank you for your interest in the **SEN Teacher** position at **Trinity Academy Whitehill**. We hope the information provided supports and inspires you as you consider joining our team.

Whitehill is a wonderful place for children, staff, and families, and we are looking for the right person to help strengthen our dedicated team. It's an exciting time to join us, with our new 2-Year-Old Provision launching in September 2026 and the continued growth of our SEND provision, Evergreen, ensuring every learner's needs are met.

Our strongest-ever outcomes in Summer 2025 and our very positive OFSTED report in April 2025 highlight the rapid progress we're making. We are proud of our journey toward becoming an exceptional school and the first choice for local families.

We are committed to providing a high-quality, inclusive education where every child is supported to thrive academically, socially, and emotionally. High expectations, a rich curriculum, and a culture of reflection and growth sit at the heart of our work.

Staff development is equally important to us. You will benefit from high-quality professional learning, collaborative practice, and a culture that values innovation and evidence-informed approaches.

If you are a passionate, reflective practitioner who shares our values and ambitions, we would be delighted to receive your application. Trinity Academy Whitehill is a rewarding place to work, where you can make a real difference as part of a supportive, forward-thinking team.

We look forward to welcoming you to our open event and receiving your application.

A handwritten signature in black ink, appearing to read 'C. Kimberley'. The signature is fluid and cursive.

**Chris Kimberley**  
**Principal**



## About Trinity Academy Whitehill

We are proud to be the fourth primary academy to join the Trinity MAT family of schools. Based in the heart of Illingworth, Halifax, we're perfectly placed - with Bradford, Leeds and Huddersfield all within easy reach.

From age 3 in our Nursery to Year 6, children grow with us every step of the way, with many moving on to a Trinity secondary school. Our curriculum and culture are designed to help every child discover, wonder and grow, ensuring they leave us confident, curious and ready for the next stage of their journey.

Our Trinity MAT values of **Empathy, Honesty, Respect** and **Responsibility** underpin everything that we do. As part of Trinity MAT, our staff are able to regularly collaborate with colleagues and foster a supportive and hardworking team.



# What we offer our staff

High-quality CPD to support your growth



Dedicated pastoral support to help you manage behaviour

Access to our Employee Assistance Programme



A visible and supportive Leadership Team

Collaborative PPA time that helps lighten your workload



A refreshed, modern school environment with recently upgraded facilities

There are many benefits to working at Trinity Academy Whitehill, where the wellbeing of staff and pupils sits at the heart of our culture. You'll join a thriving, welcoming school community with fantastic facilities and an environment that supports you to grow, contribute, and feel valued.

# Current vacancy: SEN Teacher



## What You'll Bring to the Team

Founded in 2025, Evergreen is a growing, forward-thinking provision within Whitehill, where you remove barriers to learning and celebrate every child's individuality. As we continue to expand, you will bring expertise, compassion and a personalised approach to supporting children with diverse needs.

In this role, you will contribute to a calm, safe and consistent environment where pupils feel understood and ready to learn. You will use your experience to build strong, trusting relationships and adapt teaching to meet individual emotional and behavioural needs. Your work will help children develop confidence, emotional regulation and independence.

If you are committed to truly understanding each child's individual needs, building trusting relationships and creating a safe, inclusive environment where they can thrive, you will be a valuable addition to our SEN team. You will be joining a community that champions every learner, celebrates their unique strengths and equips you to make a meaningful, lasting difference in their lives.

## Why You'll Love It Here at Trinity Academy Whitehill

- **Professional growth** - Regular CPD, high-quality coaching, and meaningful opportunities to develop your practice.
- **A supportive culture** - A collaborative, welcoming staff team and approachable leadership who value your voice and wellbeing.
- **Enrichment and experience** - Opportunities to get involved in trips, clubs, and community projects that enrich school life.
- **A competitive offer** - Salary aligned with the national pay scale, as well as a SEN allowance of up to £5,000, determined by the experience of the successful candidate.

## The Application Process

1. Attend one of our open events on **Tuesday 31<sup>st</sup> March**. We have two time slots available, **8.45am - 10.30am** and **4pm - 5.30pm**.
2. Find out more about our current vacancies [here](#)
3. Submit your completed application form to [recruitment@whitehill.trinitymat.org](mailto:recruitment@whitehill.trinitymat.org)
4. Shortlisted candidates will be invited to an interview, which will include a short teaching activity.

**Closing Date: 8am, Monday 13<sup>th</sup> April**

**Interview Date: w/c Monday 13<sup>th</sup> April**

## **Job Description**

### **Primary Teacher**

**Salary: MPR/ UPR**

#### **Core Purpose:**

- To support the work of the curriculum leadership team to implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students, supporting the curriculum area, in accordance with the aims and objectives of the academy.
- To contribute to raising standards of attainment and achievement by monitoring and supporting student progress, and developing students as a teacher.
- To facilitate and encourage a learning experience which provides opportunities for students to achieve their potential.
- To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth and success

**Reporting to:** Assistant Principal

**Liaising with:** Leadership, teaching and non-teaching colleagues, support staff and other relevant staff with cross-academy responsibilities, partner schools, other academy partners and parents.

#### **Learning and Teaching:**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies.
- To contribute to the academy improvement plan and its implementation
- To undertake a designated programme of teaching and to plan and prepare courses and lessons
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Implementing academy policies relevant to teaching and learning, including behaviour, homework and assessment.

#### **Teaching:**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in the academy and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy and cross-curricular themes are reflected in the teaching/learning experience of students
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

### **Curriculum:**

- To assist in the process of curriculum development and improvement planning
- To support, change and develop the curriculum to ensure the continued relevance to the needs of students, examining and awarding bodies and the academy's aims and objectives
- To assist the CL and DCL to ensure that the curriculum area provides a range of teaching that complements the academy's strategic objectives
- To support the academy's extra-curricular offer.

### **Quality Assurance:**

- To help to implement academy quality assurance procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the curriculum area, in line with agreed academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required
- To review from time to time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

### **Assessment:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the academy's MIS
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform learning and teaching
- To mark, grade and give written/verbal and diagnostic feedback as required
- To undertake assessment of students as requested by external examination bodies, departmental and academy procedures
- To support the establishment of a robust target-setting process within the curriculum area
- Where appropriate, provide all relevant bodies with robust information relating to student performance and assessment.

### **Personal Development:**

- To engage actively in performance management review(s)
- To participate in the academy's ITT programme where appropriate
- To take part in the academy's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To work as a member of the team and contribute positively to effective working relations within the academy
- To participate in the interview process for teaching posts when required and to support the induction processes for new staff within the team.

### **Communication:**

- To communicate effectively with the parents of students, as appropriate
- Where appropriate, to communicate, and represent the views, of the academy, in a professional manner
- To follow agreed policies for communications in the academy
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner institution.

### **Management of Resources:**

- To assist in identifying resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, curriculum area and the students
- To look after academy equipment and resources allocated to the teacher and the teacher's teaching area (classroom/workshop/lab etc).

### **Pastoral System and Safeguarding:**

- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of education plans, progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To promote the general progress and well-being of individual students
- To liaise with the Safeguarding Officer to ensure the implementation of the academy's Pastoral System
- To register students accurately, accompany them to assemblies and supervise them in assembly, encourage their full attendance at all lessons and their participation in other aspects of academy life.

### **Operational:**

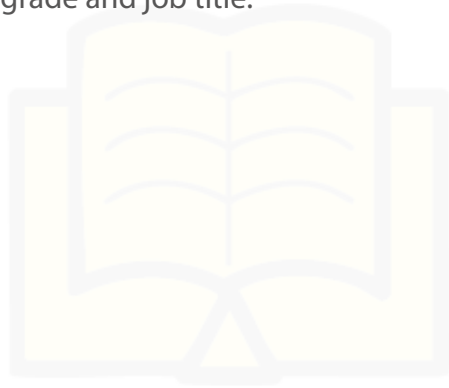
- To promote teamwork and to motivate staff to ensure effective working relations.

### **Other Specific Duties:**

All teachers are expected to meet the Teachers Standards, and demonstrate consistently high standards of personal and professional conduct, uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the principal to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.



## PERSON SPECIFICATION

Job Title: Teacher		
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>education to degree level or equivalent</li> <li>QTS/QTLS and GTC registered</li> <li>an excellent track record of recent, relevant professional development</li> <li>accountability for the performance of a cohort of young people</li> <li>experience of effective teaching and performance within the curriculum area.</li> </ul>	<ul style="list-style-type: none"> <li>innovative use of resources</li> <li>working with young people and <a href="#">inner city</a> communities</li> <li>leadership of a community project or an area of school development</li> <li>taking accountability for the success of an initiative</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>the principles behind quality teaching and learning their potential for raising standards</li> <li>the principles and characteristics of effective academies</li> <li>the principles and practices of planning and delivery</li> <li>effective review and evaluation procedures</li> <li>the application of ICT, Literacy and Numeracy to effective teaching</li> </ul>	<ul style="list-style-type: none"> <li>community/voluntary/parent/partner agency links</li> <li>strategies for ensuring equal opportunities for staff, students and other stakeholders</li> <li>innovative approaches to working with students, parents, staff and the local community</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>a commitment to inclusive education</li> <li>evident enjoyment in working with young people and their families</li> <li>empathy in relation to the needs of the academy and the local community</li> <li>ability to inspire confidence in staff, students and parents</li> <li>set high standards and provide a role model for students and staff</li> <li>adaptability to changing circumstances/new ideas</li> </ul>	<ul style="list-style-type: none"> <li>personal ambition and potential for further promotion</li> <li>intellectual ability and curiosity</li> <li>determination to succeed and the highest possible expectations of self and others</li> <li>vision, imagination and creativity</li> <li>personal impact and presence</li> <li>an excellent record of attendance and punctuality</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>communicate the vision of the academy in relation improvement plans</li> <li>communicate effectively orally and in writing to a range of audiences</li> </ul>	<ul style="list-style-type: none"> <li>develop, maintain and use an effective network of contacts</li> </ul>
<b>Decision Making Skills</b>	<ul style="list-style-type: none"> <li>make decisions based on analysis, interpretation and understanding of relevant data and information</li> <li>demonstrate good judgement</li> </ul>	<ul style="list-style-type: none"> <li>think creatively and imaginatively to anticipate, identify and solve problems</li> </ul>
<b>Self Management Skills</b>	<ul style="list-style-type: none"> <li>prioritise and manage own time effectively</li> <li>work under pressure and to deadlines</li> <li>reliability, integrity and stamina</li> <li>resilience and perspective</li> </ul>	<ul style="list-style-type: none"> <li>achieve challenging professional goals</li> <li>take responsibility for own professional development</li> </ul>
<b>Team Working skills</b>	<ul style="list-style-type: none"> <li>work effectively as a member of a team</li> <li>deal sensitively with people and resolve conflicts</li> <li>seek advice and support when necessary</li> </ul>	<ul style="list-style-type: none"> <li>motivate all those involved in the delivery team</li> <li>liaise effectively with other organisations and agencies</li> </ul>



# Trinity Academy Whitehill



**Want to find out more?**

