

Post and Person Specification

<u>POST TITLE :</u>	SEN Teacher with a specialism based within Beaumont Hill Academy
<u>GRADE :</u>	Teachers Mainscale plus SEN 1 Allowance
<u>REPORTING RELATIONSHIP</u>	Reporting to the Assistant Head, Beaumont Hill Academy
<u>JOB PURPOSE :</u>	To teach pupils within Beaumont Hill Academy.
<u>POST NO.</u>	

MAIN DUTIES/RESPONSIBILITIES

- Design, prepare and demonstrate use of specialist equipment/ resources/ materials, as required.
- Work within a specialised team on the planning and delivery of a creative and appropriate curriculum.
- Undertake a comprehensive range of training some of which will be 'Team Teach'.
- Create and maintain an appropriate working environment for pupils with SEN.
- Plan and deliver high quality learning activities.
- Lead a team of classroom support staff.
- Assess and record learning outcomes.

A description of the role includes:

Support for Pupils

- To plan, prepare, evaluate, and review lessons, within school which reflect sound practice, recent professional developments, and the special needs of students. Written curricular documents should be in the school prescribed format.
- To have knowledge of the curriculum documentation of other areas within the school ensuring it reflects current practice, fulfils statutory and school requirements, and is reviewed annually.
- To teach within the Primary/Secondary Department; and take responsibility for a class/tutor group. This will involve all relevant assessments and administrative tasks for the group.
- To ensure pupils complex individual needs are met.

- To make full use of the school's mechanisms to manage and record students' behaviour.
- To prepare educational plans and assess, record, report and review student progress and achievement in accordance with school policy and practice.
- To adapt teaching strategies to changing circumstances and in response to new ideas.
- To have high expectations of students both in academic and social curricula.
- To have sensitivity to, and professionalism in discussing and reporting students' learning and social development.

Pastoral

- To establish good relationships with students as detailed in the school's aims and objectives, and other guidelines for staff, setting a good model for the staff group.
- To encourage students to maintain socially acceptable standards of behaviour in all aspects of school life as described in the Behaviour Management Policy and Practice and other guidelines for staff.
- To share & uphold the ethos of the school with all stakeholders.
- To provide all students with guidance and counselling of a personal, social, and health education nature.
- To take an appropriate share of responsibility for the supervision of students at social times.
- To be aware of any problems by maintaining good communication and alleviating difficulties with resources.

Staff Group

- To participate in the school's staff support development programme.
- To participate in appropriate in-service training.
- To attend and participate in a range of staff meetings
- To support colleagues as appropriate.

Parents/carers

- To attend and actively participate in both formal & informal meetings for students in class groups in an informed manner.
- To attend any other meeting the school arranges for parental/carer consultation and liaison.
- To work with parents/carers to secure partnership in the learning process.

Resources

- To make effective use of the resources available within the school, and to be aware of resources provided by other stakeholders and those within the community.
- To keep the classroom tidy, maintain safe working practices, and good care of resources.
- To make the classroom attractive, and promote good standards of work.
- To form an overview of resources within the faculty and liaise with the Phase leader accordingly

General

- To perform any other reasonable task that the Trust may ask from time to time.
- To contribute towards and implement Trust strategies.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal opportunities to learn and develop.
- Contribute effectively to the overall ethos/work/aims of the school and the Trust.
- To take an appropriate share of the responsibility of covering for absent colleagues
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

- Attend and participate in regular meetings.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Assist with the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school.
- Assist with the line management of support staff as appropriate.

The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

To comply with health and safety policy and systems, report any incidents /accidents/ hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES.

THIS POST IS SUBJECT TO ENHANCED DBS AND DISQUALIFICATION DECLARATION (IF APPLICABLE). SUCCESSFUL APPLICANTS WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE AND RECHECKING AS APPROPRIATE

Date: May 2022

**THE EDUCATION VILLAGE ACADEMY TRUST
PERSON SPECIFICATION – SEN TEACHER
POST NO.**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	To hold a Nationally recognised Teaching Qualification.	AF/C	D1	To have successfully completed M.I.D.A.S training	AF/C
				D2	To have completed 'Team Teach' training	AF/C
Experience & Knowledge	E2	Have experience of working with students who have EHCPs	AF/I/R	D3	Awareness of inclusive practice within a mainstream context.	AF/I
	E3	Have good working knowledge of specialist ICT equipment and resources.	AF/I	D4	To effectively manage crisis situations with considerable awareness of Health and Safety issues.	AF/I
	E4	Full working knowledge of relevant policies/codes of practice/legislation	AF/I			
	E5	Working knowledge of national curriculum in	AF/I			

		specialist area, according to particulars of the post.				
	E6	Understanding of statutory frameworks relating to teaching, according to particulars of the post.	AF/I			
	E7	Ability to organise, lead and motivate disaffected students	AF/I/R			
	E8	Ability to self-evaluate learning needs and actively seek learning opportunities.	AF/I			
	E9	Ability to relate well to both students and adults.	I/R			

Skills	E10	Be able to practically demonstrate a wide range of teaching skills.	I	D5	To be open to exploring new initiatives within Education.	I
	E11	To work well within a specialist team and have an understanding of the challenges working with students with SEN.	I/R	D6	To be able to work across all phases with a wide range of student abilities	AF/I
	E12	Be able to lead a class team	I/R	D7	An interest in education outside the classroom.	AF/I

	E13	Be able to liaise with multi agency staff	I/R	D8	An holistic /eclectic approach to education	AF/I
Personal Attributes	E14	Have an understanding of confidentiality when working with sensitive information	I			
	E15	Have a good sense of humour	I	D9	Be able to 'laugh at oneself', share both highlights and low times with supportive colleagues	I
	E16	Enjoy working with challenging students	I			
	E17	To be willing to undertake a wide variety of training and to embrace the aspect of lifelong learning.	AF/I			
	E18	To be self-motivated	I			
Special Requirements	E19	DBS and disqualification declaration				

Key – Stage identified

AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References

Additional information for candidates

This section contains the following information:-

- Application Guidance Notes
- Recruitment of Ex-Offenders Policy Statement
- An Application Form
- An Equality Monitoring Form

Unfortunately, although we appreciate the time you have spent completing your application, it is not possible for us to respond to all unsuccessful applicants. Therefore, if you do not receive a response to your application within four weeks of the closing date, please assume that on this occasion, your application has been unsuccessful. However, you can contact us on 01325 254000 to enquire whether you have been short-listed for interview.

THE EDUCATION VILLAGE ACADEMY TRUST APPLICATION FORM GUIDANCE NOTES

Please read this information before completing the Application for Employment

These notes are intended to help you complete your application form. The person specification provided with the details of the post lists the essential and desirable criteria against which each application will be assessed at each stage of the recruitment and selection process. Please note when the stage identified on the person specification includes "AF" you must show evidence on your application form that you meet this criteria.

The Application for Employment and Guidance Notes are available in alternative formats e.g. Tape, Braille and large print. Should you require an alternative format, please contact Emma Alderson, Senior HR Officer, on 01325 248161.

General Points

Please complete the form using black type ink so that it can be photocopied. Please check that the form is for the correct post and take note of the closing date.

If you are applying for more than one post, a separate Application for Employment will need to be completed for each post for which you are applying.

The Academy Trust seeks to ensure that we appoint the right candidate to each job and that applications for employment are treated in a fair and consistent manner. Candidates are responsible for ensuring that they complete fully all sections of the application form in sufficient detail to ensure that the form can be properly assessed against the criteria shown in the person specification. Any information provided on CVs will not be considered for short listing purposes. If little or no information is provided on the application form, it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.

If you do not have enough space on the form at any point, you may continue on a separate sheet of paper. Please ensure that you write your name and the title of the post for which you are applying on any additional sheets

Front Page

The first section asks for some basic details about you. Please provide all the details as requested.

Present Employment

Please provide details of your present post, as requested, including the period of notice to be given. If you are unemployed at the time of applying please indicate this.

Previous Employment

Please provide full details of any previous posts you have held, starting with the most recent first. Please ensure you complete the “**reason for leaving**” column and **ensure you account for any gaps in employment**. (Please note that if you are not currently employed, have not been employed recently or have limited experience of employment, you do have the opportunity to give details of any other experience, voluntary work or private interests that you feel help you to meet the criteria on the person specification in the personal statement section of this form.

Education

Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. Relevant certificates must support all qualifications and any appointment will be subject to the presentation of the original documents, but please do not attach them, as they will be requested at a later date.

Referees

You must supply us with the names, designations and addresses of two people to whom we may ask for references. One **must** be your present or most recent employer and if you are a recent school leaver, one should be the Head Teacher of your last school. If you do not wish us to approach your referees prior to interview please indicate this and we will comply with this request, but please note that an appointment will only be confirmed once satisfactory references have been received.

Personal Statement

Please use this space to give further details of experience and private interests relevant to your application. Please use additional sheets if required.

The Employment of people with Criminal Records

The Education Village Academy Trust operates a policy on employing people with criminal records. The Academy Trust does not see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, you are required to disclose information concerning convictions including those which for other purposes are regarded as spent under the Act. A disclosure will be requested for the successful applicant for this job. The Academy Trust complies with the Code of Practice issued by the Disclosure and Barring Service, of which a copy is available upon request.

Disability

The Education Village Academy Trust is positive about disability and welcomes applications from disabled people. Please complete the section on disability, which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and / or establish that you have a disability where this is an occupational requirement (Section 60 of the Equality Act 2010 refers). As a Disability Symbol User, the Academy undertakes to interview any applicant who declares a disability on the Application for Employment and who meets the minimum essential criteria for the job.

Driving ability

Please answer the questions relating to driving ability in accordance with the requirements of the post.

Relationship with Members and Officers

You are required to complete this section regarding your relationship with any Members or Officers of the Academy Trust. Failure to declare such a relationship could result in disciplinary action or dismissal.

Finally please check that you have completed all sections of the Application for Employment and that you have signed it.

Data Protection Disclaimer

We will use the information you give on this form and any supporting information you provide for the purposes of the form/service. Additionally, we will also use the information for the purposes of the Academy Trust, and any other lawful purpose, and/or to provide you with information regarding other services and benefits to which you may be entitled.

Equality Policy

The Education Village Academy Trust is an equal opportunities employer and is committed to equality for all in terms of our culture, service delivery and employment. The aim of the Academy Trust's Equality Policy, with regard to recruitment and selection, is to ensure that no job applicant receives less favourable treatment on the grounds of sex, marital status, race, colour, ethnic origin, age, disability, sexual orientation, religion or belief, political beliefs, unrelated criminal conviction(s), or indeed any of the areas listed in our policy.

N.B. The Equality Monitoring Form is not part of the selection process. It will be used purely to monitor the diversity of applicants, in line with the Academy Trust's Equality Policy.

Age

The Academy Trust's application form does not ask an applicant's age, however there is a question on the separate equal opportunities monitoring form but this is not seen by those involved in the selection process. The Academy will consider all applications on merit.

No Smoking at Work Policy, Alcohol at Work Policy and Substance Misuse Policy

The Academy operates the above policies for the health and safety of its employees. All applicants successful at interview will be required to comply with these policies.

Conditional Offer of Employment

All job offers are conditional, subject to satisfactory pre-employment checks including references, DBS check (if applicable), proof of ID, qualifications (if applicable) and medical clearance by our Occupational Health Service.