

Hilltop School



**Application Pack
Teacher**

September 2022

Hilltop School



Our Pupils

At Hilltop school we encourage everyone to “Be the best we can be”.

We do this by:

- Putting the needs of our students first;
- Working in partnership with families and professionals;
- Creating opportunities to achieve and enjoy;
- Having a personalised curriculum;
- Developing our skilled and experienced staff;
- Treating all with care, respect and dignity;
- Being open, clear and honest;
- Developing practical life and social skills for a better future.

We are passionate about providing the very best quality of care and education for all our pupils. We want all our pupils to be physically, mentally and emotionally healthy. We want them to make positive choices and contributions and lead increasingly healthy lifestyles. At Hilltop School we promote individuality and independence and are passionate in the ensuring all our students have a voice.

At Hilltop School we provide a safe environment for learning and development and appose anti-discriminatory practice of any kind.

We encourage all our pupils to achieve and ‘be the best they can be’. We are child centred in our approach and our curriculum is bespoke to ensure it meets the needs of our very individual and unique students. It aims to develop students’ engagement, relevant skills and knowledge and prepare them for their future through motivating, interesting and appropriately challenging learning opportunities and experiences. It is our intention that students will leave Hilltop school with a good sense of well-being; as independent as possible; equipped to communicate their needs and feelings; able to access and manage situations in their community; with an understanding of the world around them and knowing how to keep themselves and others safe.

Our staff

Hilltop School recognises that our biggest and most valued resource is our family of colleagues. We are fully committed and supportive of all our colleagues and invest strongly in their personal and professional aspirations.

At Hilltop School we want all our colleagues to be happy and succeed therefore we provide support of the highest standard and provide a wealth of training and guidance that enables all our colleagues to excel in their roles.

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Letter to candidates

Dear Applicant,

Thank you for expressing an interest in the post of Level 2 Teaching Assistant at Hilltop School. The successful candidate will join the school at an exciting time in it's development; we have recently become part of Nexus Multi Academy Trust (MAT) and are working hard with all the schools in the MAT to ensure we are providing the very best for all our children and young people. This is a new role within school and we are excited to start this journey and develop this role with the successful candidate.

The successful candidate will join a very experienced and knowledgeable team of Teaching, Support and Business Staff and will have the opportunity to develop and grow their own practice, all fully supported by the Senior Leadership Team.

We are looking for a highly organised, detail driven and enthusiastic individual to provide support to the Headteacher, Senior Leadership Team and their School Improvement projects. You will be a confident self-starter, comfortable working independently across multiple projects and tasks in a busy education environment.

You will have a passion for working with children and young people with complex and multiple learning difficulties; who want to advocate for our young learners and encourage and develop them to be the best that they can be, that has experience in working with complex medical needs and the confidence to support others in this role. If you feel you have these skills and have experience of working with children and young people with SEND with medical and additional complexities we very much welcome your application.

This is an internal vacancy initially and if you would like to know more about the role please speak to a member of the Senior Leadership Team.

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Job description

Job Title: Class Teacher (Maternity Cover)
Start date: 1 January 2023—31 August 2023
School: Hilltop School
Employer: Nexus Multi Academy Trust
Responsible to: Deputy Head Teacher/ Head Teacher / Governing Body
Responsible for: All pupils and adults in class.

Carrying out the professional responsibilities outlined below:

All teachers must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. Teachers must maintain appropriate professional boundaries and respect the unique position of trust as a teacher at all times.

Duties and Responsibilities:

This Job Description is to be performed in accordance with the provisions of the current School Teachers Pay and Conditions Document. The performance of these duties is under the reasonable direction of the Senior Leadership Team.

Teachers are expected to meet the Core Standards as set out in the Professional Standards for Teachers, 2012.

Main purpose of the post

- Work as a member of the team to ensure a high standard of education provision for pupils.
- To be an excellent classroom practitioner and lead by example at all times.
- Actively participate in whole school self-evaluation and school improvement planning.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Undertake duties of a teacher as specified within the school.
- Work with colleagues to monitor children's progress and attainment and continue to raise standards.
- Make a positive contribution to the wider life and ethos of the school.
- Develop effective professional relationships with all key stakeholders including colleagues/parents/partners/external bodies and the wider community.
- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities.
- To produce effective planning for your class and contribute to the overall curriculum planning in line with the school's planning policy.
- To manage the work of support professionals in the class to ensure they are effective practitioners and focus on teaching learning and assessment.

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Job description continued

- To attend regular staff in line with school procedures and to carry out duties which form part of the school's daily organisation.
- To participate in out of school activities, completing relevant risk assessment documentation and in line with school procedures.
- To maintain good order and discipline in line with Health & Safety both on the school premises and when engaged in out of school activities.
- To take part in, and take responsibility for own appraisal.
- Make a positive contribution to the wider life and ethos of the school.
- Be familiar with and follow all school policies including Child Protection and current SEND Code of Practice.

Leading, teaching and learning - specific responsibilities

- To consistently provide a high standard of teaching and curriculum planning to extend and build pupils knowledge.
- To provide a teaching and learning environment that is appropriate to the tasks and in line with the school's teaching and learning policy.
- Be responsible for the teaching of pupils, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement.
- To deliver teaching and learning according to the educational needs of the pupils, including the setting/ marking of work and targets to be carried out by pupils both in school and home.
- To have excellent subject knowledge and use imaginative teaching strategies that match individual needs and engage pupils in challenging tasks.
- To assist with the development and enhancement of the classroom practices in all curriculum areas.
- Ensure that the curriculum is broad and balanced and meets the needs, aptitudes and interest of pupils, promoting successful progression.
- To work with all staff to provide high quality learning setting high expectations and establishing a stimulating environment for pupils.
- To know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- Manage behaviour effectively to ensure a good and safe learning environment, establishing a framework for discipline with a range of strategies.
- Demonstrate an ambitious vision for the school and strive for high expectations for every pupil by setting high standards and leading by example in all areas of work.
- Ensure that a consistent approach to policies and procedures is adhered to.
- Work effectively at all times with the governing body, parents, members of staff and other schools as representative of the school.

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Job description continued

- To focus on improving teaching and learning to pursue excellence for the school.
- To effectively manage and deploy support professionals, financial and physical resources within the key phase to support the delivery of the curriculum.
- Ensure that deadlines are met on a timely basis.
- To formulate a clear view of the capabilities of each pupil, set challenging achievable targets for each pupil and to monitor and review their performance targets during the year in order to raise standards.
- To participate in the planning, development and differentiation of teaching and learning which will allow all pupils to have maximum access to high quality provision.
- To undertake rigorous and focused assessments, update records and tracking documents and produce assessment reports when required.

The Post holder's duties must be carried out in compliance with the school's Safeguarding policies, Equality policies, Information Security policies, Financial Regulations, Health & Safety at Work Act and all other school policies.

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Head Teacher at any time after consultation.

The post holder must at all times comply with the school's code of conduct.

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Job specification

Characteristics:	Essential:
Qualifications	QTS SEN qualification or evidence of specialist training & development or work with pupils with SEND.
Experience	Knowledge of curriculum, planning, review and development for pupils with SEND. Experience of a wide range of special educational needs including MLD, ASD, SLD and PMLD. Successful experience of working with children and young people with autistic spectrum difficulties, communication and interaction difficulties and social, emotional and behavioural difficulties. Ability to teach engaging and motivating lessons. Experience of multi-disciplinary working. Ability to work in partnership with parents, carers and other professionals.
National Frameworks	Ability to use assessment data to support lesson planning and to evaluate the effectiveness of teaching and learning. Knowledge of self evaluation and inspection frameworks. Understanding of the National Curriculum framework. Knowledge of assessment frameworks, tools and systems eg. B ² , PLTS, P Levels and EYFS learning journals.
Safeguarding	Knowledge of safeguarding children.
Teaching and Learning	Knowledge and understanding of strategies for teaching children and young people with complex individual needs. Knowledge of how to personalise learning. Knowledge of communication systems eg. Makaton, signing and PECS. Ability to promote diversity, equality and inclusive practice. Commitment to support learning in schools and settings across our learning communities including Redwood Academy or Craggs Community School.

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Job specification

Leadership	Ability to lead and manage a Class Team and promote, quality engagement, feedback, assessment toward sustained pupil progress.
Relationships	Positive approach to working in a changing environment. Ability to develop and sustain positive relationships with a range of people. Ability to work successfully with a range of professionals and services.
Personal Skills	Effective communication and ICT skills. Good inter-personal skills. Resilience, flexibility and a positive attitude. High level of commitment and strong person-centred values. High expectations for all children and young people

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Information for Candidates

Closing Date: 9am on Friday 7th October 2022

Interview Date: Week commencing 17th October 2022

How to Apply:

If you would like to apply for the post of Teacher post please complete an application form and return to Amanda Bennet by post or email to hilltop.vacancies@nexusmat.org or postal address Larch Road, Maltby, Rotherham S66 8AZ.

Your statement in support of your application, as a guide, should be around 2 pages and should address the selection criteria detailed in the Person Specification.

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Please ensure you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.