Cedars Academy Trust
**JOB DESCRIPTION & PERSON SPECIFICATION
Class Teacher (KS3)
Cedars High Heworth, Colegate West, Felling, Gateshead, NE10 9AH**

Salary/Grade: MPS/UPS + SEN allowance
Period: Fixed Term (Initially for 1 Year)
Responsible to: Senior Leadership Team

Post Advert

**SEND Class teacher**

Cedars Academy Trust is seeking to appoint a highly motivated and enthusiastic teacher to join the team at Cedars High Heworth, our new specialist provision for students with moderate learning difficulties and social, emotional and mental health (SEMH) needs.

You will be responsible for delivering to learners in Key Stage 3 with complex cognitive and emotional needs. Although secondary-aged, many pupils are working at a level broadly in line with the National Curriculum Year 1–2. You will plan and assess the curriculum through a creative, differentiated, and cross-curricular approach tailored to individual learning profiles.

The successful candidate will be flexible and will enjoy the challenge of leading the delivery of a student-led

curriculum where Preparation for Adulthood and access to the community are key to ensuring that our young people

are “fit for life” and ready for their next challenge beyond Cedars Academy. Commitment to working within a team

approach is essential.

Experience of, or a willingness to learn how to support learning with symbol software and other communication packages is essential. You will be committed to working with children who have learning difficulties and/or physical disabilities and will be understanding of their learning and emotional needs. The role requires you to be an organised and reflective practitioner who will be able to work closely with other professionals and develop effective relationships with parents and carers.

Cedars is a friendly community where staff are supportive of each other inside and outside of the classroom. We pride ourselves on being a professional learning community where no one is ever the finished article - all members of staff shape their own professional development by engaging with research, following their own lines of inquiry and working with colleagues to share knowledge and expertise. Early Career Teachers are very welcome to apply.

If you have the energy and enthusiasm to make a real difference to our students, we would love to hear from you.

To apply, please complete the application form and return it to: **recruitment@cedarstrust.org.uk**

If you would like to arrange an informal discussion or visit, please contact the Headteacher julie.vincent@cedarstrust.org.uk

Applications to be received by **Wednesday 17th September 2025 at 12 Noon**

Interviews will take place **w/c 22nd September 2025**

Job Description

|  |  |
| --- | --- |
| Summary of role: | To plan, deliver and assess the curriculum as appropriate |
| Accountable to: | Headteacher/Director of Inclusion/DHT |
| Line management responsibility for: | Support Staff working within your Teaching Team |
|  |  |
| Main duties and responsibilities: | **Teaching*** Work collaboratively with your Teaching Team to plan and organise learning experiences and to provide guidance to Teaching Assistants in their support of the delivery of these experiences, which takes account of the range of ability and prior achievement of students within a group and the individual learning needs of students
* Use or oversee, a range of appropriate teaching and assessment strategies which incorporate processes to ensure that effective learning has taken place.
* To keep up-to-date and organised records of learner’s achievements and work
* Fully adhere to the Academy assessment policy and procedures
* Make effective use of resources and learning technology, including symbol software.
* Create a purposeful, positive and supportive teaching environment, sensitive to equal opportunity, individual needs and health and safety issues
* To work with young people with disabilities to provide sustained support through one-to-one and/or group situations
* To organise and facilitate Personal Learning Plans to improve and enhance confidence and self esteem
* To establish formal/informal communications with all stakeholders including parents, social services and other professionals

**Learner Involvement*** Adapt approaches to teaching, learning and assessment to meet individual learner needs
* Produce reports for students periodically and attend Review and Parent Meetings
* Monitor and review students’ progress in line with the Academy’s student tracking systems and make appropriate interventions as and when required

**Curriculum Development*** To work with our Academy Development Teams to develop an inclusive and relevant curriculum for the young people you teach.

**Quality** * Work within the quality assurance systems for assessment within Cedars Academy
* To work within the Health & Safety and Risk management practices in place

**Learning & Growth** * To undertake The Cedars Academy mandatory induction training
* Renewing and reflecting upon their own professional practice to achieve continuous improvement in performance
* To engage with our Research Based Inquiry Professional Development programme to further the knowledge or what works well and what doesn’t in a specialist setting.
* To attend training as identified through training and development plan
* To participate in improvement activity within the organisation
* To promote the work of the Academy to the wider community

**Communications*** Attend Academy events, briefings and meetings as part of the Academy schedule, e.g. parents’ evenings, open events
* Use the Academy’s systems, policies and procedures to communicate issues as necessary
* Use CPOMs to flag student concerns and recommendations

**Equality and Diversity*** Create a purposeful, positive and supportive teaching environment, sensitive to equality and diversity

**Supporting Teaching & Learning*** To assist the Head Teacher and Senior Leadership Group in their duties to ensure that the school meets its educational aims.
* To promote the highest standards of professional ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the Academy’s objectives

**General** * To adhere at all times to all Cedars Academy organisational policies and codes of conduct, including smoke free policy, IT security policy, standards of attendance, appearance and behaviour.
* To carry out the duties and responsibilities of the post, in accordance with the school’s Health and Safety Policy and relevant Health and Safety Guidance and Legislation
* To promote the safeguarding of children and vulnerable young adults
* Understand that this post may evolve over time and that this job description will therefore be subject to review in the light of changing circumstances; other duties of a similar nature and appropriate to the grade may be assigned from time to time
* Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact with
* Contribute to the Academy mission and ethos and support the aims and objectives of the Academy
* Follow and comply with the Academy’s policies and procedures as outlined in the Staff Handbook
* Undertake any other duties of an equal nature as assigned by the or Head Teacher or designated alternate
 |

Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF DEMONSTRATION** |
| **Qualifications** | Qualified Teacher Status | Evidence of continuous INSET and commitment to further professional development | *Application Form**Interview*  |
| **Experience** | Experience of working with and supporting children and young people with additional needs in an educational settingExperience & understanding of the barriers to learning for young people with complex needs.Experience of actively promoting safeguarding procedures in a school | Experience of working within a specialist settingExperience of delivering an adapted curriculum in multiple subject areas | *Application Form* *Reference* *Interview* |
| **Knowledge & Skills** | Knowledge of methods of working with pupils with SEN, emotional, behavioural or social/communication disordersAdaptable and flexible towards different learner needsAbility to inspire and motivate learners and othersAbility to work effectively and positively as a team memberInnovative and enthusiastic approachAbility to liaise with external contacts, other staff and parents/carersProven ability to cope with and manage change |  | Application Form InterviewReference |
| **Personal Qualities** | Warmth, dedication and enthusiasm towards all pupilsExcellent communication skillsThe ability to manage own workload effectively and respond swiftly to deadlinesGood interpersonal skills with the ability to enthuse and motivate others and develop effective partnershipsWillingness to share expertise and knowledge and the ability to encourage others to follow good practiceA sound awareness and understanding of relevant safeguarding and Health & Safety issues | Desire to be involved in extra-curricular activities | Application Form InterviewReference |
| **Other Requirements post job offer**  | DBS clearanceAble to fulfil the Occupational Health requirements for the postAppropriate Job References |  | DBS ClearanceDBS ClearanceDBS ClearanceWork permitValid documentationOccupational Health questionnaire2 satisfactory references |

COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO: **recruitment@cedarstrust.org.uk**

Or via post to Gareth Kyle, CEDARS ACADEMY, IVY LANE, LOW FELL, GATESHEAD, NE96QD:

This Job Description is a general outline of the post as it is currently perceived by Cedars Academy. It is not intended to be restrictive or definitive.

Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan.

The responsibilities of the post may change in line with continuous improvements as Cedars Academy aims to meet its vision and best respond to the needs of disabled people accessing our services.

This job description will be reviewed annually (and may be reviewed at any other time) and if necessary other duties at no higher level of responsibility may be interchanged with/added to this list as required following consultation between the post holder and the head teacher.

**Safeguarding Statement**

All staff and trustees are committed to our moral and statutory responsibility to safeguard and promote the welfare of all children at Cedars Academy.  We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support and protection. Our safeguarding procedures apply to all staff volunteers, visitors and trustees and are consistent with those of the Gateshead Safeguarding Children Partnership

CEDARS ACADEMY IS AN EQUAL OPPORTUNITIES EMPLOYER