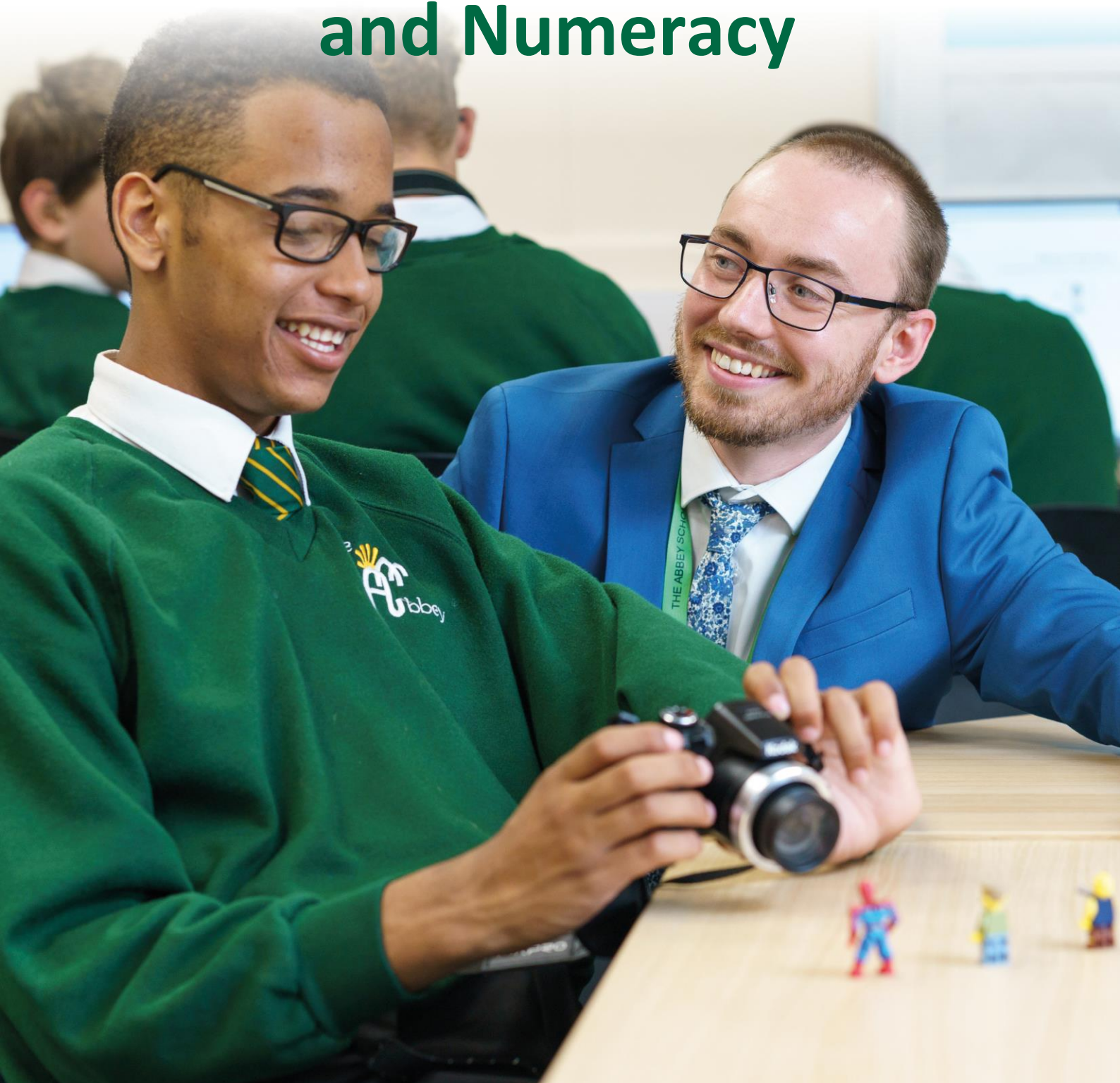


Specialist Teacher for Literacy and Numeracy





Letter from Headteacher

Dear Candidate,

Thank you for your interest in joining our highly motivated, innovative team of around 20 teachers and 35 associate staff from all walks of life. We are a highly collaborative, mutually supportive and dedicated staff team.

Working together to understand the unique, complex learning and additional needs of our 120 students, sharing expertise and embedding best practice are all hard-wired into our weekly schedule with daily briefings as well as regular meetings. There is plenty of support for continuing professional development for those who want to progress their careers and for those who want to become even better at what they do.

Expectations for student outcomes are high, but helping them overcome barriers to learning is an equally important part of our role. About 40% of our students have autism or other social communication difficulties, a quarter have speech and language needs and others have physical challenges or complex health care needs. Practitioners at The Abbey gain a significant proportion of their job satisfaction from the little 'wins' every week.

Structure and routine are vital, but the curriculum is an ambitious combination of academic and life-skills learning to prepare our students for future education and training, more independent living and better employment prospects so no two days are the same. We embrace the challenges, seeking solutions and improvements and are not afraid to try new things. We share the 'laughs' and celebrate the achievements.

I very much look forward to receiving your application and perhaps having the opportunity to meet you beforehand, introduce you to our fantastic students and staff and show you our amazing school. In the meantime, if you have any queries not covered in the application pack, please contact the school office on 01252 725059 or email enquiries@abbey.surrey.sch.uk and one of the team will get back to you. I would also encourage you to have a look at the school website www.abbey.surrey.sch.uk if you would like to find out a bit more (the Year 11 leavers' films in the news area give you a fantastic insight into the Abbey School journey for our students).



David Jackson
Head teacher



Specialist Teacher for Literacy and Numeracy

A fantastic opportunity to work with a hugely dedicated and passionate team and be part of an exciting development project

Required 1st September 2023

We are an outstanding special secondary school for pupils with learning difficulties and are seeking an inspirational Specialist Teacher for Literacy and Numeracy to join our highly motivated and dynamic staff team. This position would be particularly suitable for an experienced primary teacher with a passion and expertise for teaching English.

You will be an experienced, exemplary teacher and role model with high expectations of pupils' learning and behaviour. You will provide high quality instruction, support and leadership in order to produce outstanding outcomes in the area of Reading & Numeracy for the students at The Abbey.

You will work extremely closely with the teachers, teaching assistants to increase the skills base of phonics and reading strategies. For candidates who are interested there may be the opportunity to undergo higher level training (level 5) in the near future.

The Abbey is part of WMAT, a dynamic, forward thinking and innovative Trust. We are currently seven schools - three special schools and four secondaries within the Farnham, Godalming and Haslemere area. There are regular opportunities for collaborative working, CPD and the sharing of expertise between staff across the schools. There are also opportunities for staff to join a range of Trust working groups that have different areas of foci, such as safeguarding, pupil premium, teaching and learning and subject specialism.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Successful applicants will be required to undergo enhanced DBS and right to work in the UK checks.



Job Description

The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This job description is based on the Teachers' Standards, and requirements in the School Teachers' Pay and Conditions Document.

Job details

Salary: Main Scale / UPR plus SEN1

Hours: 0.6

Contract type: Permanent

Reporting to: SENCO

Responsible for: Reading across the school & Numeracy interventions

Main purpose

The successful candidate will lead on our whole school approach to phonics. They will also lead the literacy and numeracy intervention team, line managing the TAs within it. They will provide high quality teaching, support and leadership in order to produce excellent outcomes for the students at The Abbey. The specialist teacher will deliver interventions to students and train and work with teachers to implement additional supports in the classroom, ensuring a cohesive approach to reading at The Abbey. They will create a culture of reading that ensures strong reading instruction, excitement about books, and a genuine, institutional love for reading.

Duties and responsibilities

- To lead and drive forward the delivery of phonics across the school
- To work closely with the English Lead, teachers and teaching assistants to ensure a cohesive approach to reading
- Lead the literacy and numeracy intervention teams ensuring effective resourcing, identification of students, timetabling of sessions and impact measurement of progress.
- Manage the budget and ordering for interventions
- Provide and present student progress outcomes information to varied audiences
- Deliver small group interventions to support identified students



- Ensure that the needs of students with reading/ numeracy difficulties are well communicated across the school
- Prepare and maintain learning resources for the delivery of reading
- Introduce a phonics reading scheme appropriate for The Abbey students
- To plan, lead, organise and coordinate training for staff and guide teachers on strategies to support students
- Be a member of the SEND team and contribute to meetings when appropriate
- Attend annual reviews and parents' evenings / coffee mornings as required
- Be a form tutor 3 days a week (shared role)
- To attend higher level training relevant to the role
- Contribute and review the School Develop Plan

All staff are required to safeguard and promote the welfare of children and young people, and follow school policies and the WMAT staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Specialist Reading & Numeracy Lead will carry out.

The postholder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post, as directed by the headteacher or line manager.



Person Specification

criteria	qualities
Qualifications and experience	<p><u>Essential</u></p> <ul style="list-style-type: none"> ▪ Qualified teacher status ▪ Excellent knowledge of teaching phonics, reading and numeracy at key stage 1 <p><u>Desirable</u></p> <ul style="list-style-type: none"> ▪ Further accredited study ▪ Undertaken CPD in phonics, reading and numeracy at a primary level
Skills and knowledge	<ul style="list-style-type: none"> ▪ Excellent subject knowledge ▪ A sound working knowledge of barriers to success exhibited by young people with SEND and the types of appropriate support available ▪ An understanding of current developments and initiatives in 11-16 education ▪ Ability to monitor, review and evaluate the work of the school against the SDP and SEF ▪ All teaching to be at least good ▪ An excellent classroom practitioner ▪ Ability and desire to maintain good working relationships and manage appropriate roles within the team ▪ Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, staff and outside agencies ▪ Awareness of responsibility towards the safeguarding of students ▪ Good awareness of child development ▪ Restorative techniques
Personal qualities	<ul style="list-style-type: none"> ▪ Drive to raise standards ▪ Excellent personal organisation ▪ Resilience, energy, enthusiasm and stamina ▪ Proactive, charismatic and inspirational ▪ Calm when dealing with potentially difficult situations ▪ Flexibility and determination ▪ Reliability and trustworthiness. ▪ Commitment to the promotion of equality ▪ Sensitivity – towards staff, students and parents in difficult situations ▪ Ability to maintain confidentiality ▪ Set an example to staff and students through your conduct and leadership



Specific qualities

- Ability to lead and manage the staff and students in the year groups – including challenge where required.
- Drive to instill high expectations of learning and behaviour.
- Willingness to work beyond normal hours.
- Ability to contribute towards organisational change and development.
- Ability to make use of data to identify student issues and monitor interventions
- Capacity to contribute to Academy Improvement

The Abbey can offer:

- Amazing students who want to learn
- A brand new, state of the art, English classroom
- Excellent IT facilities in a modern school fit for 21st century teaching
- A range of CPD opportunities to support professional development inside and outside the classroom.
- A range of evidence-informed strategies to support teaching and learning inside the classroom.
- A consistent approach to behaviour which ensures learning is not disrupted.
- A welcoming and supportive staff community
- Opportunities to collaborate across a range of mainstream and specialist provision schools within the Weydon MAT.
- External leadership/NPQ opportunities, including supporting masters' applications and aspiring senior leader's development programme
- On site car parking
- Westfield Health Cash Plan

<https://www.westfieldhealth.com/individual/health-cash-plan>





Project 2022

The Abbey is currently undergoing huge investment as we expand from a 2 to 3 form entry school to support Surrey County Council's SEND Sufficiency Strategy.

Once completed, 'Project 2022' will provide The Abbey with:

- 15 x general classrooms (nine of these will be brand new)
- A brand-new specialist Computing classroom
- A brand-new Food Technology classroom
- A brand-new specialist Art room
- A brand-new specialist Music/Drama classroom
- A brand-new Design Technology classroom
- Two specialist Science labs (one of these will be brand-new)

In addition, there will be:

- A new, purpose-built Learning Resource Centre (LRC)
- A full size sports hall and two new PE storage areas
- A brand-new multi-use games area (MUGA)
- A brand-new staff room
- A brand-new school office
- A new, fully-furnished waiting area for parents, carers and visitors to the school
- A brand-new conference/meeting room
- 4 additional therapy rooms
- New boys' and girls' PE changing rooms
- Five additional offices
- Two new disabled toilets
- A state-of-the-art staff workroom

This is a really exciting time for The Abbey as we watch the transformation of our school allowing us to expand and flourish in our new buildings with their first-class technology.

Over the past 18 months and as part of Project 22 we have completely refurbished our IT network and systems across the school. More than £200,000 has been spent on achieving this. All classrooms are now equipped with state-of-the-art interactive whiteboards, wi-fi and an internet-based phone system. Every student has also been provided with their own Chromebook fully funded by the school to aid their learning which came at no cost to our parents. These are regularly used in lessons.



How to Apply

Please complete the application form provided (or download a copy from the school website <https://www.abbey.surrey.sch.uk/1270/vacancies>) and send to:

Zoe Mackie,
Operations Manager
The Abbey School, Menin Way, Farnham GU9 8DY
e-mail: recruitment@abbey.surrey.sch.uk

The Abbey School reserves the right to interview candidates before the closing date.

PLEASE NOTE THAT NEITHER COVERING LETTERS OR CVs WILL BE ACCEPTED

Closing date for applications: Monday 17th April 2023 at 9.00am
Interviews: Monday 24th April 2023

**We look forward to receiving your application to join our
dedicated and passionate team**

The Abbey is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Enhanced DBS, Children's Barred List and Right to work in the UK checks are required for this post.

The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Enclosures/attachments:

- Application Form
- WMAT Staff Prospectus
- FPN for Applicants