

Knowle DGE Academy



Applicant Information Pack

**Primary/SEND Teacher
MPG/UPS + SEN 1**

Dear Applicant,

Thank you for your interest in the position of a Primary SEND Teacher at Knowle DGE Academy. The Academy Council, Trust and Head Teacher seek to appoint an exceptional and passionate practitioner to work at Knowle DGE. We have just opened a new building for Key Stage 5 which will complement our already existing modern Key Stage 1-4 facilities.

Knowle DGE is part of the Learn@ Multi Academy Trust. We are a modern specialist Academy for Key Stage 1 - 5 students who have SEND including SEMH, SLCN and/or ASD. At Knowle DGE we recognise the importance of an inclusive approach to meeting young people's needs and promoting their learning. **We are seeking a passionate and creative teacher to join our team to work in one of our primary model classes and welcome candidates with a range of skill sets.**

The main personal attribute we are looking for is the capacity to enthuse, engage and inspire our young people. This post represents an excellent opportunity for either a teacher eager to enter special school teaching or someone already experienced in this sphere of education. If you are an outstanding practitioner who is passionate about making learning effective and enjoyable, have the highest levels of integrity as well as excellent communication skills and can contribute to our journey in driving forward our Primary classes in order to facilitate learning experiences that gives young people the opportunity to achieve their individual potential.

I hope you find the information helpful. If you feel that this is a post for which you would like to apply, please complete all sections of the Application Form including the Equal Opportunities monitoring (CVs are not accepted).

The closing deadline for applications is 9am on Tuesday 31st January 2023

Please ensure you provide the name, addresses (including email addresses where possible) of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be held on Thursday 9th February 2023

Visits are welcomed. Please contact the school office on 0117 3708030 if you would like to visit. I wish you well and thank you once again for your interest.

Yours sincerely
Kate Lee-Wells
Head Teacher

JOB DESCRIPTION

Academy:	Knowle DGE
Job title:	SEND Teacher (Primary model class)
Reports to:	Deputy Head & Head Teacher
Hours of work:	Full Time
Salary:	MPG/UPS +SEN 1

Organisational Relationships

The Teacher, as a member of staff at the academy, is required to carry his/her professional duties in accordance with the Articles of Government of the Academy Council with the professional standards for Teachers and the Academy's Teacher's Pay and Conditions Document or any amending or substituted order.

Main Responsibilities and Key Tasks

1. To teach the core and foundation curriculum and an area of specific specialism with an expectation of high standards that maximises achievement of pupils within the Academy.
2. To teach a class (Which could be between the ranges of KS 1-3) providing a curriculum which is both stimulating and challenging within a well organised learning environment. The Academy's policy on assessment, planning, recording and reporting will be followed.
3. To assist and report to the Head of the Academy in evaluating and monitoring the standards of teaching and learning within their area of subject co-ordination across the whole Academy.
4. To organise a classroom which consistently supports educational, social, emotional and mental health needs of all the young people in the class, including setting and regularly reviewing PSP's and EHCPs.
5. To be an integral member of the school to provide quality behaviour management systems, in line with health and safety requirements and ensuring young people maximize their potential through a consistent approach.
6. To recognise and promote partnership between home and the Academy for pupils.
7. To establish and maintain effective communication procedures between themselves and other professionals who work within the Academy such as

Learning Facilitators. This will also include other professionals such as Educational Psychologists, Speech and Language Therapists and Health staff.

8. To keep up to date with current educational thought and developments by reading and attending courses to further good practice. This includes an understanding of social, emotional and mental health difficulties, and an ethos that supports an inclusive approach to teaching and learning.
9. To provide written evidence/verbal feedback on Young people's progress for Academy reports/Parents' Evenings and write the Academy's contribution for all educational reviews for young people in the class, including the use of the school's assessment programme in providing regular, up to date feedback to the young people they work with (e.g. Prism).
10. To cultivate a professional partnership with Learning Facilitator's (LF's) and involve them in planning, delivery and understanding the work being done with the class.
11. To assist in providing daily organisation for the department with support for appropriate cover duties/break duties as necessary in line with Teachers' Conditions of Service. Also to support the Academy's commitment to trips and residential camps for the young people.
13. To comply with the Academy's policies and procedures including safe guarding and positive intervention.
14. To manage an area of curriculum budget.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at the start of the year and it may be subject to modification and amendment at any time after consultation with the holder of the post.

Salary on Spine Point: Teacher Grade MPG + 1 SEN point.

Knowle DGE Academy

(Class Teacher)

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Teaching Degree or PGCE. • Willingness to participate in further professional development. 	<ul style="list-style-type: none"> • Qualification in Special Educational Needs • Team Teach
Experience	<p>Teaching children in KS1/2/3 or 4</p> <p>At least 1 of the following:</p> <ul style="list-style-type: none"> • ASCN/SLCN Teaching • Experience of working with children with challenging behaviour. • Experience of working with SEND in either a special or mainstream setting. 	<ul style="list-style-type: none"> • Teaching students with SEMH, ASD, MLD. • Teaching in a specialist provision. • Middle management/ Leadership training and/or experience.
General Knowledge	<ul style="list-style-type: none"> • Excellent behaviour management skills. • Excellent communication skills. • Excellent ICT skills. • Experience of and commitment to team work in planning, delivery, review and development. • Knowledge of safeguarding requirements and actions. • The ability to assess and evaluate pupil attainment and plan subsequent teaching accordingly. 	<ul style="list-style-type: none"> • Disability Equality awareness. • Ability to manage a budget effectively. • Team Teach Qualification
Subject Knowledge	<ul style="list-style-type: none"> • New National Curriculum Programmes of Study at KS1/2/3 or 4 • Excellent teaching skills with knowledge/experience of and proven quality in subject area of specialism. • Effective tracking of pupils' progress in a curriculum area and implementing strategies to raise standards with the ability to work alongside other professionals to deliver a bespoke curriculum for each pupil. 	<ul style="list-style-type: none"> • Experience and knowledge of foundation programmes of study. • Experience of teaching KS3 pupils.

Attitude	<ul style="list-style-type: none"> • Commitment to the provision of high quality education and pastoral care for all pupils. • Able to demonstrate a commitment to safeguarding and promoting the welfare of children and young people. • Commitment to a team ethos/approach. • Commitment to continued professional development. • Positive ethos to working with parents, colleagues and Academy Councilor's. • Good sense of humour. • Believes in Inclusive Education and building relationships (holistic approach). • Commitment to parental partnership in education and developing links between school, home & the community. 	<ul style="list-style-type: none"> • Commitment to supporting residential trips/camps for young people. • Commitment to After-school clubs.
Working Conditions	<ul style="list-style-type: none"> • Non smoking environment. • Physically fit and able to use Team Teach (Physical Intervention, techniques when necessary). 	<ul style="list-style-type: none"> • Driver (Mini Bus driver) • Clean driving licence

Signed _____

Date _____

Explanatory Notes

Applications will only be accepted from candidates completing the appropriate Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

1. Candidates should be aware that all posts in Knowle DGE Academy involve a degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)

- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of supporting positive behaviours.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- List 99 Check
- Satisfactory DBS Enhanced Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.