

Headteacher: Ms Vivienne Mills

MILTON KEYNES PRIMARY PRU | Shenley Road, Bletchley, Milton Keynes, MK3 7AW

<https://milton-keynes-pru.eschools.co.uk>

***“MK Primary PRU - High Ambitions for All;***

***Dreaming out loud together ~ Changing attitudes one step at a time”***

Teacher MPS/UPS + 1 SEN

Milton Keynes Primary PRU

Dear Applicant

Thank you for showing interest in our exciting post of Teacher MPS/UPS + 1 SEN.

Milton Keynes Primary Pupil Referral Unit (MK PPRU) is on an exciting journey and we now have a vacancy for a creative, dynamic, innovative, inspiring and experienced outstanding teacher to join our team in supporting children from across Milton Keynes with Alternative Education.

We wish to appoint an experienced primary teacher, with an outstanding record of managing children with challenging behaviour and ensuring good progress. You will be expected to plan and deliver the National Curriculum: primary curriculum, through our creative curriculum, as well as delivering specific programmes aimed at developing the social and emotional skills of the pupils within our school. We would also like you to have a thorough understanding and working knowledge of the importance of the Early Years Foundation Stage and how that supports children’s foundational development.

This is a particularly challenging, and rewarding role role and the successful candidate must be committed to creating a positive learning environment no matter what barriers they may face. You will need a high level of resilience, tenacity, positivity and a commitment to working as part of an emotionally intelligent team to support vulnerable children.

We are a small short-stay strengths based school that provides for up to 25 pupils who have either been, or are, at risk of being, excluded from mainstream primary schools. All the pupils have behavioural, social and emotional challenges and some have additional learning needs, at times with an Educational Health Care Plan. We are a strengths based school with high ambitions for the children who attend here.

We provide timely, short-term intervention for primary-aged pupils with social, emotional and mental health challenges (SEMH) who are struggling to manage in mainstream schools. Within a caring and therapeutic environment, our skilled team works closely with schools and other agencies to:

* Support and sustain pupils within mainstream provision
* Provide opportunities, within an appropriate environment, that allow pupils to make the social, emotional and academic progress needed for returning to mainstream school
* Support schools to manage the needs of their pupils as a dual placement with the PRU, so that pupils are able to transition back full-time into their own school
* Reduce the number of permanently excluded children of primary school age.
* Educate permanently excluded primary pupils, enabling them to return into a new mainstream school.

We are situated in West Bletchley, on a shared site with Romans Field School.

If you are an exceptional and experienced Teacher, creative and strength based in your approach, and believe you have the energy, enthusiasm and commitment to make a difference in the lives of some of our most vulnerable children then we would love to hear from you.

The ideal candidate MUST;

* Have Qualified Teacher Status
* Have experience and passion for working with vulnerable children
* Be consistent, calm and a reflective practitioner with a growth mind-set
* Be creative, dynamic and have lots of positive energy

We are a small team of highly skilled practitioners, based within a caring and therapeutic environment, committed to supporting the academic and social and emotional development of children.

*Do you want to work in a school where the pupils and staff are happy, and laughter is positively encouraged?*

*Do you believe that everyone has the right to success and for that success to be recognised, valued and celebrated?*

*Are you a self-reflective, hardworking, dedicated individual who is open to learning?*

***If so, then we think you'd fit in.***

If you feel you are the right person for any of these posts, then we can offer you:

* A happy school environment that OFSTED described as “Good with outstanding in behaviour” (January 2013)
* A supportive Headteacher, Staff and Management Committee
* Outstanding professional support and opportunities for professional development (including whole school workforce development)
* An opportunity to be part of our very exciting journey where we aim to nurture each individual so they grow, flourish and reach their full potential

We would welcome a visit to the PRU prior to you deciding if you wish to apply for this post.

Alternatively, if you would like an informal chat about anything within this posts please contact Headteacher Vivienne Mills on 01908 646147.

I wish you all the very best in your application and look forward to hearing from you.

Kind Regards,

Vivienne Mills

Ms Vivienne Mills

Headteacher

**Our Ethos & Vision**

Milton Keynes Primary Pupil Referral Unit (MK PPRU) aims to inspire every child to acquire the knowledge, life skills, emotional competencies and experience necessary, both inside and outside the traditional classroom environment, to fulfil their true potential and return to mainstream education with a transformed approach and attitude to learning.

Our school is built on ***Ambition, Belief and Change*** where everybody is valued and treated as an individual. We believe that everyone has the right to succeed and for that success to be celebrated.

Our commitment to the cycle of continuous improvement is shared by all, to achieve our overall aim of ***“High Ambitions for All, as we dream out loud together and change attitudes one step at a time.”***

There is a welcoming and calm environment within the PRU. Individual requirements for children are carefully analysed to ensure that all children are able to engage fully in their learning, feel safe and free from anxiety. There is a strong emphasis on personalised learning for each child.

We have a professional approach to education whilst also keeping a family feel. Our school community is built on restorative principles which encourage making good choices for behaviour and a positive attitude to learning.

“*G has come on in leaps and bounds. His behaviour and emotions etc. have greatly improved. He is happy to come to school, is rewarded and given challenges. Wonderful” (Parent / Carer)*

Our vision at Milton Keynes Primary PRU is to provide an environment where children are safe, and also feel safe. They are actively listened to, appropriately supported and calmly and assertively challenged to make good choices within a culture of clear and consistent boundaries. This enables children to feel safe within their learning environment and engage more effectively within the PRU’s calm and dependable learning environment. This is especially important for children who may be experiencing high anxiety levels at the point of entry due to a variety of reasons. They are confident to talk to any adult about concerns.

“*I am very impressed with the difference in my son. The PRU is such a nurturing school (and staff). Excellent in every way” (Parent / Carer)*

Children are taught within a rich and creative curriculum that provides positive learning opportunities for each child through personalised learning. We recognise the importance and central role of creativity and play in learning and our aspiration is to engage pupils in exploring ideas and issues, challenging traditional assumptions, solving complex problems and constructing knowledge. Skilful teachers aim to create an atmosphere of mutual trust where pupils feel free to take risks and explore their own thoughts and feelings. This philosophical approach to teaching and learning underpins our desire to support pupils to develop 21st century skills of creativity and critical thinking and to become independent lifelong learners. We have high ambitions for all pupils.

*“H has achieved so much both in his behaviour and academically. He is happy to access school which was proving a problem in his previous setting” (Parent / Carer)*

**Our Key Aims are to…**

* provide a rich and creative curriculum within a stimulating, secure and happy learning environment for all;
* develop everyone’s academic, intellectual, creative and physical skills to reach their full potential;
* encourage everyone's social and emotional growth by fostering positive relationships;
* develop the independence, self-belief and resilience of pupils within a wider global society;
* develop pupils' self-esteem, confidence and their own voice;
* support children for life readiness and transition back into mainstream education;
* create a welcoming community that offers positive support to all those who are involved with the school.

**Job Description**

**Purpose of job**

Under the direction of the Headteacher to work as a member of the teaching staff across Milton Keynes Primary PRU to achieve the highest possible standards and outcomes for the pupils in the PRU. The post holder will ensure a cohesive and personalised programme of learning activities for

Milton Keynes Primary PRU pupils to encourage them to become independent learners, to

provide support for their welfare and to support the inclusion of pupils in all aspects of PRU life.

The postholder is required to carry out the duties of a teacher as set out in the School teachers’ pay and conditions and such specific duties that form part of this job description. Within that framework the Head and Management Committee of the school are seeking to emphasise the following;

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| 1 | To teach and be responsible for the development and co-ordination of a cross curricular programme across the full age and ability range, with reference to the national curriculum and provide individualised personalised learning for each child to enable them to engage in their learning. |
| 2 | To take responsibility for tracking pupil progress and for collecting and monitoring data to support outstanding teaching and learning within the classroom environment. |
| 3 | To deliver and facilitate dynamic, creative and active lessons. |
| 4 | All staff have a teaching commitment that will involve the following:   * planning and recording of lessons * maintenance of pupil and class records * completion of pupils’ subject reports and profiles * assessment, monitoring and evaluation in line with the PRU policy * setting of pupil targets * undertaking regular sampling of pupil’s work * management of relevant resources including care of equipment and stock |
| 5 | To work in partnership with a range of agencies and providers as appropriate to deliver a broad and balanced curriculum offer. |
| 6 | To have pastoral and lead professional responsibility for a group of pupils, planning for positive outcomes. |
| 7 | To monitor and review the progress of individual pupils and groups of pupils, to contribute to the writing of Individual Education Plans, and the Annual Reviews of pupils with a statement of special educational needs. To maintain records and prepare and present reports. |
| 8 | To keep abreast of developments in all relevant aspects of the curriculum and relevant national policy and research. |
| 9 | To participate in the development of PRU policies, SEF, School Improvement Development Plans (SIDP) and Ofsted action plans. |
| 10 | To communicate when needed with the management committee / governing body, parents, SLT, local authority officers and outside agencies. |
| 11 | To attend team meetings and participate in activities that support SLT in the maintenance of discipline and ethos. |
| 12 | To assist and support other members of staff to ensure the smooth running of the PRU, including involvement in off-site activities if required. |

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school’s requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

**Personal Responsibilities**

* To carry out the duties and responsibilities of the post, in accordance with Milton Keynes Primary PRU’s Health and Safety Policy and relevant Health and Safety guidance and legislation.
* To promote the safeguarding of children.
* To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
* To participate in performance management, and undertake training and professional development as appropriate.
* To undertake other duties appropriate to the post that may reasonably be required by the senior management team.

**Appraisal**

An annual appraisal will take place in order to ensure the post holder has the necessary skills and knowledge required to carry out the responsibilities set out in the job description and to support development within the context of the school’s plan for improving educational provision and performance.

**Other information**

Milton Keynes Primary PRU and Milton Keynes Council are committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council’s safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

**Person Specification**

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|  | **Essential Attributes** | **Preferred Attributes** |
| **Qualifications and Experience** | Qualified teacher status.    At least 3 years successful teaching, including evidence of involvement in the raising of achievement of children with challenging behaviours. | A Special Educational Needs qualification or relevant experience in the area of challenging behaviour.  Experience of behaviour management training. |
| **Professional Knowledge and Experience** | Evidence of clear view about role of a PRU in supporting vulnerable children.  An understanding of behaviour management strategies and evidence of strong and firm classroom management skills with an empathetic approach.  Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within a school or PRU.  Evidence of continuing professional development and how it has impacted positively on practice.  An understanding of methods and good practice in reviewing and evaluating teaching and learning.  Knowledge of the National Curriculum; Primary and Early Years Foundation Stage.  Ability to use key aspects of ICT to present data. | An understanding of national developments in the area of social inclusion. |
| **Professional Skills** | Strong interpersonal skills and an ability to communicate clearly both orally and in writing.  Capacity to work under pressure and to meet deadlines. | Ability to prioritise competing demands and to seek support and guidance when needed.  Ability to motivate colleagues and pupils through a positive and professional attitude.  Ability to build effective working relationships with a range of partners and stakeholders. |
| **Personal Qualities** | Calm and consistent, especially under pressure.  Enthusiastic and positive approach to learning.  Commitment to enabling and empowering others to learn through.  Demonstrable commitment to inclusive education.  Excellent attendance and punctuality. | Evidence of resilience, calmness, flexibility, tenacity, creativity, patience and other qualities as required. |

**How to apply**

To apply for this post, please complete the Milton Keynes application form and write a letter supporting your application.

Please note that the application form must be completed in full. It is not sufficient to substitute a CV for all or any part of the form.

We encourage applicants to visit the school and ask that you contact our school on 01908 646147 to arrange this.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

**Completed applications should be sent to:**

Ms Vivienne Mills, Headteacher

Milton Keynes Primary PRU,

Shenley Road, Bletchley, Milton Keynes, MK3 7AW

Email:

[pruadmin@milton.keynes.gov.uk](mailto:pruadmin@milton.keynes.gov.uk)

**Closing Date for applications is 12 Noon on Friday 23rd June 2017.**

**Interview for this post will take place on Wednesday 5th July 2017.**

**References**

Please note that it is our practice to take up references before shortlisting for interview. Current and previous employers will be contacted as part of the verification process pre-appointment checks. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

**Child Protection**

Milton Keynes Primary PRU is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service.

All candidates will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

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