



Ryburn Valley **High School**

Additional Needs Specialist

15 hours ICT Department & 15 hours General

Scale 2/3 30 hours per week

(£10,944 - £12,304)

Closing date: Friday 13th October at 12.00noon

Interviews will take place w/c 16th October 2017

Start date: November 2017



Dear Applicant

Ryburn Valley High School is a large, thriving and successful mixed comprehensive school and Sixth Form College with over 1450 students on role (240 in the Sixth Form). We are situated in a picturesque setting with extensive views over the Ryburn Valley in Calderdale, near to the towns of Sowerby Bridge and Halifax and close to the M62. This coupled with the passion and dynamism of the students and staff ensures our hugely oversubscribed school is a truly special place to work and study.

We have a strong focus on academic achievement and a sustained record of outstanding examination results over recent years. Students' achievement is significantly above national average as is attendance. Indeed, we are consistently one of the top performing comprehensive schools in Calderdale with a positive progress score at both KS4 and KS5.

We pride ourselves on being a modern school, fully equipped for the 21st Century, built on traditional values that permeate every aspect of what we do. We moved to our new building in 2008 which means we are blessed with wide corridors and large classrooms which are all equipped with electronic whiteboards. Our well maintained, state of the art facilities also include:-

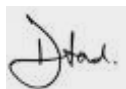
- A brand new £1 million pound extension which contains a science 'super' lab
- TV, music recording and radio studios
- Lecture theatre/cinema
- Separate 6th Form Centre with current plans for a £500,000 study area extension
- Construction Centre
- Floodlight Astroturf pitch, Sports Hall and extensive sports fields.

Our core purpose is ***"to inspire students with a love of learning; a zest for life and a genuine confidence to excel in a colourful world"***.

In order to accomplish this we are all focussed constantly on one key objective - developing our teaching skills. Therefore we have a group of talented and enthusiastic team teach leaders who drive our extensive programme of Continual Professional Development and learning (CPDL) geared to the delivery of outstanding learning. Additional support for new colleagues includes:-

- Regular teaching and learning development sessions
- Structured induction programme for all staff with additional sessions for Newly Qualified Teachers (NQTs)
- Exceptionally strong support from our pastoral team who create a positive atmosphere where polite students are eager to learn.

We have the highest expectations for all staff to ensure there are no limits to what students can achieve. The school's motto is ***'Excellere Contende' – Strive to Excel***. This is precisely the spirit in which Ryburn Valley students and staff work on a daily basis. So if you are prepared to take on that challenge and you would like to be part of the friendly, good humoured and vibrant atmosphere at Ryburn then please apply for this post.



D Lord
Headteacher

To find out more about this exceptional opportunity please contact Joanne Lumb for an application pack at j.lumb@rvhschool.co.uk or visit the vacancies page on our website at www.rvhs.co.uk/.

Job Title:	ADDITIONAL NEEDS SPECIALIST (General & ICT)
Line Manager:	SENDSCO/Additional Needs Manager
Liaising with:	Head of Department, Class Teachers, Heads of Year
Salary/Grade:	Scale 2/3* Term Time only + 2 training days
Key Responsibilities :	To work under the guidance of the SENDSCO to implement agreed work programmes / intervention strategies with groups and individual students, both in and outside the classroom. To support a designated curriculum area / areas to ensure effective differentiation of resources.
Teacher Support:	<ul style="list-style-type: none"> • Provide support to teachers in targeted curriculum areas • To help subject teachers prepare differentiated materials for use in the classroom • To prepare differentiated materials and teaching aids under the guidance of the SENDSCO or teacher • To prepare IEPs/Pen Portraits as required by the SENDSCO • To support teaching staff in carrying out aspects of the school behaviour policy and to reinforce the behaviour policy as part of the professional role • To deliver identified support and intervention under the direction of the SENDSCO (eg. moving & handling support) • To monitor and communicate progress of identified students to the teacher and SENDSCO • Maintain an up-to-date provision map for key students • Provide written feedback to inform the annual review • Ensure staff and students are working towards targets identified in annual reviews • Attend and participate in regular departmental meetings
Student Support:	<ul style="list-style-type: none"> • Establish positive and productive working relationships with students, and actively promote the inclusion of all students • To support students in their work as directed by the class teacher and the SENDSCO • To encourage and support: <ul style="list-style-type: none"> ○ Development of appropriate strategies for learning ○ Development of independent study skills ○ Appropriate standards of behaviour • To be a key worker for identified students or specific groups of students • Help students access practical activities safely and successfully • Undertake moving and handling with designated students • Assist with care needs (NB: where these additional responsibilities include intimate care of students guidance will be provided) • Assist and supervise students with changing where appropriate
School Support:	<ul style="list-style-type: none"> • Attending staff briefings and other meetings as directed by the Headteacher • Taking part in additional training, as appropriate, within working hours or by negotiation with the Headteacher • Undertake any reasonable additional responsibilities requested at any time by the Senior Leadership Team. Undertake break-time or pre-school duties each week in accordance with the duty rota • Administer and assess routine tests and invigilate exams/tests • Participate in the process of performance management/staff reviews • Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links

	<ul style="list-style-type: none"> • Complying with policies and procedures relating to Safeguarding, Child Protection, Health and Safety, Confidentiality and Data Protection. Reporting all concerns to the Delegated Safeguarding Lead
Department Support:	<ul style="list-style-type: none"> • To be interested and enthusiastic in the delivery of subject specific learning materials and resources • To attend departmental meetings • liaise with the head of department/2nd in department • Work with departments to offer modified activities where appropriate, e.g. P.E, Drama • Assist in differentiating work both for lower and higher ability students – examples of this are:- <ul style="list-style-type: none"> • simplifying/extending subject specific vocabulary • explaining and interpreting work given by the teacher • suggesting ways of tackling the task • providing simplified/extended versions of work (needs advance planning with teacher) • break down tasks into appropriate chunks • assisting students in recording homework
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage students to follow this example • Supervise students on visit, trips and out of school activities as required

Other Specific Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the headteacher to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

This post is term-time only. Your main working hours will be during normal school hours, however you will occasionally be expected to attend school meetings and events that are held during evenings and weekends. You are expected to work flexibly to fulfil your responsibilities and meet the needs of the school.

As travelling to events and meetings is a part of this role, you will be expected to travel to various locations, therefore a driving licence and access to a car would be advantageous

***Scale of Post**

There will be a bar at the top of Scale 2 with progression to Scale 3 based on the following:

- specialist department knowledge/ engagement of students in this specialist knowledge
- proactive in preparing resources
- delivering revision/catch up/intervention sessions to low ability students.

This will be assessed through performance management with SENDCO and relevant Head of Department

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check.

PERSONNEL SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
		<ul style="list-style-type: none"> GCSE grade C or equivalent in English & Maths (essential for certain subject areas, see below) Other relevant qualifications Qualified Manual Handler
Experience		
<ul style="list-style-type: none"> Working with children / young people Working in a school environment Experience of supporting teachers in at least one curriculum area Experience of supporting students with specific learning difficulties 		<ul style="list-style-type: none"> Experience of supporting students with Social, emotional and behavioural difficulties Experience of supporting students with sensory/physical Impairments
Specialist Department Specification		
<ul style="list-style-type: none"> GCSE grade C or equivalent in ICT or other relevant subject. Other relevant experience will be considered. 		<ul style="list-style-type: none"> A willingness to learn new software, as needed, to support students progress
Attitudes		
<ul style="list-style-type: none"> Interest in and enjoyment of working with children Punctual and reliable Commitment to the job Initiative, flexibility and ability to work independently Commitment to equal opportunities Commitment to Safeguarding Calm under pressure Caring and positive Reflect on and develop professional practice Interacting professionally with colleagues and parents 		
Skills		
<ul style="list-style-type: none"> A good standard of literacy & numeracy Good relationships with students Co-operative relationships with staff/Parents Good organisation skills Good motivation skills Good ICT skills to aid students learning Effective communication and interpersonal skills with both adults and children 		
Other		
<ul style="list-style-type: none"> Interest in and willingness to contribute to Special Educational Needs department meetings when reviewing the progress of individual students Ability to work as part of a team Clear and expressive voice Smart appearance 		<ul style="list-style-type: none"> Willingness to contribute to extra-curricular activities within and outside the department Clean driving licence