



## Our vision



3<sup>rd</sup> September 2018

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Headteacher: Gail Weir

## CLASS TEACHER

Temporary maternity Contract

Full time

MPS/UPS (Outer London) & SEN 1

Start date: November 2018

Dear applicant,

Thank you for your interest in the vacancy at Waverley School, we look forward to receiving your application. We are looking for a teacher who demonstrates a positive attitude to special educational needs is dynamic and motivated and is wishing to develop their skills. Experience of working in a SLD school would be an advantage but is not essential, as we will ensure you receive the appropriate training and induction. Primary School or Early years teaching experience would be appropriate as all our pupils are working from P1 – P8 irrespective of age. Waverley is a highly respected school with an excellent working environment and supportive staff. Please find enclosed an application form and information pertaining to the vacancy as well as a brief description of the School.

Each class has a class teacher and 3 or 4 teaching assistants. Support is provided by the Head of Department and staff work very closely together enabling support in planning and provision. As a teacher at Waverley you may be required to teach in different departments.

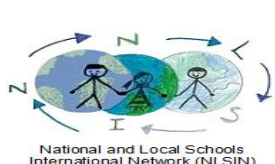
The post is being offered on MPS/UPS (Outer London) + the SEN allowance. The SEN Allowance is increased relevant to qualifications and experience. (Candidates must have either 2 years' experience in an SLD School and/or qualifications in SLD to qualify for SEN2).

Closing date is Monday 17<sup>th</sup> September 2018 (12 noon). Completed application forms should be returned to the School either by email or post. Interviews will take place on Friday 21<sup>st</sup> September 2018.

Informal visits are highly recommended to view our provision and resources, please do not hesitate to telephone.

Yours sincerely

Gail Weir  
Head teacher



## **JOB DESCRIPTION**

**LOCATION:** Waverley School

**SALARY SCALE:** Main Pay Spine + 1<sup>st</sup> SEN Allowance

### **1. CLASS TEACHER**

To be immediately responsible to the Head of Sector, and ultimately to the Head Teacher, and to undertake the following duties and responsibilities:

- 1.1 To fulfil a teaching commitment as outlined in the National Pay and Conditions for Teachers.
- 1.2 To provide, co-ordinate and deliver a broad and balanced curriculum and to organise the classroom, its resources and displays to create a stimulating learning environment.
- 1.3 To provide detailed written records of the pupils learning objectives and their progress, I.E.P's and Annual Reviews.
- 1.4 To develop and participate in personal hygiene programmes and eating and drinking programmes where necessary.
- 1.5 To take all reasonable steps to maintain good order among pupils, safeguarding their health and safety both when they are authorised to be on School premises and when they are engaged in authorised School activities elsewhere.
- 1.6 To ensure that the register is marked punctually and kept up to date as required by the law.
- 1.7 To direct and co-ordinate Teaching Assistants and any student or volunteer assigned to the class for whom responsibility has been allocated.
- 1.8 To work closely as a team with colleagues and other professionals.
- 1.9 To work in conjunction with other professionals from the Health Service to ensure that pupils medical and physical needs are met appropriately.
- 1.10 To develop good communications with parents/carers via appropriate means including Home/school books, the telephone etc.
- 1.11 To take an active part in whole school development planning.
- 1.12 To be fully aware and adhere to all School policies for the curriculum, health and safety and those pertaining to management issues.
- 1.13 To ensure that duties are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- 1.14 All staff have a responsibility to ensure they familiarise themselves with the risk assessments and Individual Behaviour Plans (IBP's) for all the pupils they work with. Staff must ensure they follow the safe systems of working outlined in the Risk Assessment and IBP.
- 1.15 To participate in appropriate meetings with colleagues, parents/carers and other professionals.
- 1.16 To incorporate the philosophy of the Lower department into classroom/lesson planning and management.
- 1.17 To be a full member of the department team and to undertake department responsibilities, as agreed with the Head of Sector.
- 1.18 To undertake general duties as allocated by the Headteacher or Deputy Head, to assist in the daily management of the School, provided that these duties are reasonable and necessary in relation to particular circumstances.

**All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone working in Waverley is expected to share this commitment.**

**February 2016**

### PERSON SPECIFICATION

<b>Essential</b>	<b>Desirable</b>
1. Degree or equivalent in Education	1. Advanced diploma or degree in SLD
2. Successful experience in a Special or mainstream school	2. Primary/Early Years background.
3. Ability to provide a broad, balanced and differentiated curriculum	3. Additional courses in Special Education
4. Ability to use a range of teaching strategies	4. Ability to provide a broad and balanced curriculum relevant to SLD/PMLD pupils
5. Ability to work collaboratively within a team and manage staff effectively	5. To be able to plan for individual pupils and monitor progress.
6. Understanding of child development and a working knowledge of the National Curriculum.	6. Understanding of the educational needs of SLD/PMLD pupils
7. An ability to communicate effectively with parents/carers, demonstrating an understanding of their situation.	7. Worked in an SLD/PMLD School
8. A commitment to the school and its pupils	8. Experience of working in a multi-disciplinary team
9. Organised, good time keeping and good health record	9. A sense of humour
10. A real interest in working in a SLD/PMLD school	10. Willing to support the School in social/fund raising events

## WAVERLEY SCHOOL

Waverley is a day school which caters for pupils with severe, profound and multiple learning difficulties whose ages range from three to nineteen years old. Some pupils have additional difficulties which may include visual, hearing, physical and medical. The School moved to purpose built, single storey premises in September 1991. The Primary sector has two departments; Early Years and Lower while the Middle and Upper departments form the Secondary sector.

Each department consists of 3 or 4 classrooms, 2 Quiet Rooms, a kitchen, toileting areas and indoor and outdoor play areas. Each class has a class teacher, 3/4 teaching assistants and approximately 8 pupils. Classes in the Early Years Department are also supported by Nursery Nurses.

Each department reflects the general philosophy of the School but also has an individual approach appropriate to the age and needs of its pupils. In the Early Years pupils have access to a wide range of experiences that would be available to all children of this age, whatever their abilities. These early experiences are built on and developed throughout the School and, when they enter the Upper department, additional emphasis is placed on independence and leisure skills, personal development, work experience and self-advocacy. All pupils leave with accreditation through the EQUALS programme.

### The Curriculum

The curriculum at Waverley School ensures that all individual needs are met. We work within the National Curriculum framework and we firmly believe that our pupils require a broad, balanced and differentiated curriculum. Therefore, for most of the pupils the wider curriculum is offered, taking in PSHE, physical and play and leisure. We aim to ensure that every child has full access to his/her environment and that learning experiences are delivered in motivating, challenging and age appropriate situations.

### Staffing

We have a teaching establishment of 20.2 FTE. This includes the Head Teacher, Deputy Head, Assistant Head and four Head of Departments. There are approximately 50 support staff working in classrooms, a Teaching Assistant for Creative Development, three Admin staff, three Premises staff, a Life Guard, 7 cleaning staff and 27 lunchtime supervisors. We also have the benefit of input from a wide range of outside agencies, many of whom are based at Waverley School:

School Nurses	Physiotherapists	Dietician
Speech and language Therapists	Occupational Therapist	Music Therapist
Educational Psychologist	Schools Medical Service	
Teacher for the visually impaired	Teacher for the hearing impaired	

### Terms and Conditions

Our Support Staff are paid according to the pay scales set by the London Borough of Enfield and agreed by the Governing Body. A copy of the National and Local Terms and Conditions of Service applicable to Administrative, Professional, Technical and Clerical services can be obtained from Enfield Educational Personnel Department at the Civic Centre, (020 8366 6565). A copy of the School's Pay Policy can be obtained from the School on request.

Support staff can contribute to the London Borough of Enfield Pension Scheme which is a final salary scheme. Employees contribute 6% of their salary and the school currently contributes 13.6%.

## **RECRUITMENT AND SELECTION POLICY STATEMENT**

Working in Schools in the London Borough of Enfield is fulfilling and demanding and we value all who work in our School. There are a wide variety of schools in the Borough from small primary to large secondary to special schools.

Enfield Schools are committed to attracting and retaining a workforce representative of the local community and ensuring equal access to our jobs at all levels and to develop all employees to their full potential. Therefore, we put much emphasis on the support that we give through our Continuing Professional Development (CPD) programme.

We are committed to equality of opportunity for all. We do not discriminate on grounds of age, colour, disability, ethnic origin, gender, HIV status, immigration status, marital status, social or economic status, nationality or national origins, race, religious beliefs, responsibility for dependents, sexual orientation, trade union membership or unrelated criminal conviction. As an employer serving the community, we strive to eliminate racism, sexism and all forms of discrimination, recognising that this requires not only a commitment to remove discrimination, but also action to redress inequalities produced by past discrimination. Details are set out in our Equal Opportunities Policy which can be obtained from the School on request.

We are committed to safeguarding and promoting the welfare of children/young people. We expect all staff and volunteers to share this commitment and to play a full and active part in protecting our pupils from harm. Our Safeguarding Children in Education Policy can be obtained from the School on request.

Our school is committed to valuing and developing our workforce. We encourage staff to undertake qualifications, other assessed education and training relevant to the School's needs. This commitment is designed to provide the school with trained, qualified and committed staff, as well as opportunities for individual career development and personal growth.

### **What we expect from you**

The community we serve deserves the highest standards of teaching and care for our pupils and students and behaviour from all our staff. We will expect you to promote:

- The highest professional standards,
- Harmonious working relationships,
- The school's vision and values.

### **How to apply for a job in a school**

We recognise that applying for jobs can sometimes be daunting. We want our recruitment process to be clear and easily understood. These guidelines have been prepared to help you understand our approach to recruitment and so that you know what information we need from you.

### **What we want to achieve in the recruitment process**

Quite simply, we want to appoint the best person for the job, in a manner that is fair to all applicants. Our application process aims to ensure we have sufficient information to make timely, fair and equitable decisions that are based solely on merit. As such we aim to give you the opportunity to provide up to date information about your abilities and experience, as they relate to the post you are applying for. In this pack you will find a job description and person specification. These are key documents which give you information about the job, the skills and other attributes that we believe are necessary to make a success of this role. We advise that you consider them carefully before you decide whether to apply.

### **The Person Specification**

This describes the skills, abilities and experiences that we think are needed to do this job successfully. You should think about this carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates. You should therefore make sure that your supporting statement demonstrates how your previous experience, skills, qualifications and abilities match all those on the person specification. What you write in your statement will be used to decide whether you should be put on a shortlist of candidates for interview. Please note that if there are a large number of applicants who meet the essential criteria for the job then the desirable criteria may be used to shortlist.

## **The Job Description**

This aims to give you a full description of the main purpose of the job. The list of duties is not exhaustive, but provides an overall summary of the scope of the job, and what we will expect of the successful applicant.

## **Completing the Application Form**

Remember, the application form is the only information we have about you, and it is your opportunity to demonstrate that you are able to meet the requirements of the job. You should carefully describe the kind of work you have done, and relevant experience that you have had. Do this in terms of your actual roles and responsibilities (for example in a project, work area or team) and give examples where possible. We want to know about your individual achievements, not those of your organisation! Any experience gained outside of paid employment may be equally relevant, so give considerable thought to this area. Describe any relevant skills, experience and knowledge which you use or which have helped you develop. You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of....' is not enough.

Ensure that you list all your previous employment including any gaps and use a separate sheet if necessary. It is important that you provide this information for child protection purposes.

Ensure you set out the information you are providing in a well organised, logical and concise format. Provided the information is set

out clearly, it is not necessary to type, but please write clearly in black ink.

## **References**

All appointments are subject to the school receiving satisfactory references, and the application form asks you to identify two individuals for this purpose. References will normally be taken up prior to interview unless you indicate on the application form that you do not wish to have them taken up at this stage. Your referees should have first hand knowledge of your work skills and abilities and when possible have been your direct line manager. We require your present or most recent employer to be one of the referees wherever possible. In this case, it is essential that any referee you give is authorised by the organisation to provide a reference. If you are a college or school leaver then please provide a teacher/tutor as your referee. If you are returning to work after a career break or are seeking employment in the United Kingdom for the first time, and you are unable to use your last employer for a legitimate reason (e.g. company no longer exists), consider who could give an appropriate reference under the circumstances. For example, a reference from an organisation where you undertook voluntary work would be helpful. Alternatively, someone who knew you as a colleague may provide a reference. If you are in any doubt about this, please explain your situation to the school as personal references do not provide objective information for a working situation.

When you return your application form please indicate whether you have a disability. We need to know this as we offer a guaranteed interview to all applicants with a disability (as defined by the Disability Discrimination Act) if you meet all the essential criteria for the job. Please also indicate whether you require any special aids, adaptations or conditions for your interview.

## **A Final Word**

Your application form is the only information we will have about you. It's your selling point before an interview, so take care when completing the form. Keep a copy of the completed form with the Job Description and Person Specification, and any other details for future reference.

## **MANAGEMENT STRUCTURE**

There are various groups in the School that contribute to the organisation and management structure of the School. These are:

### **The Senior Management Team**

This is made up of the Headteacher, Deputy Head and an Assistant Head. This group has responsibility for the daily management of the school and for leading the staff in forward planning.

### **Department Teams**

Department teams meet at least once a week. Not all meetings involve support staff.

There is usually a morning briefing meeting at the beginning of the week and a longer meeting after school on a regular basis.

### **Curriculum Co-ordinators**

All teachers have responsibilities for subjects or areas appropriate to their department. They do not have any direct responsibility to other departments but will have opportunities to meet with their counterparts from other departments to ensure continuity. They have responsibility for monitoring and co-ordinating their area.

### **PPA TIME**

All teaching staff have non-contact time in line with PPA. The Teachers Resource Room is available to use by all staff where there are many facilities including internet access.

### **Induction**

All teachers, in their first year at Waverley, have access to a comprehensive induction period. The content depends on the person's experience but follows the same basic programme. Each person has an additional non-contact time for induction each week during their first year.

### **Terms and Conditions**

A copy of Teachers Terms and Conditions can be obtained from Enfield Educational Personnel Department at the Civic Centre, (020 8366 6565). A copy of the School's Recruitment Policy and Pay Policy can be obtained from the School on request. Please telephone the School Office.

### **Shortlisting**

All candidates will be short listed on the basis of an application form scored against the essential and desirable criteria as stated in the person specification. Candidates who only submit a CV will not be short-listed. Candidates should assume they have not been short listed if they have not heard within 4 weeks of closing date unless they provide a SAE.

Feedback will be automatically offered to internal candidates and provided to external candidates if requested.