



# Greywood

## Multi-Schools Trust

The House, Eastern Avenue, Lichfield,  
Staffordshire, WS13 7EW

## General Subjects Teacher

## Application Pack

### Queen's Croft High School

Birmingham Road

Lichfield

Staffordshire

WS13 6PJ



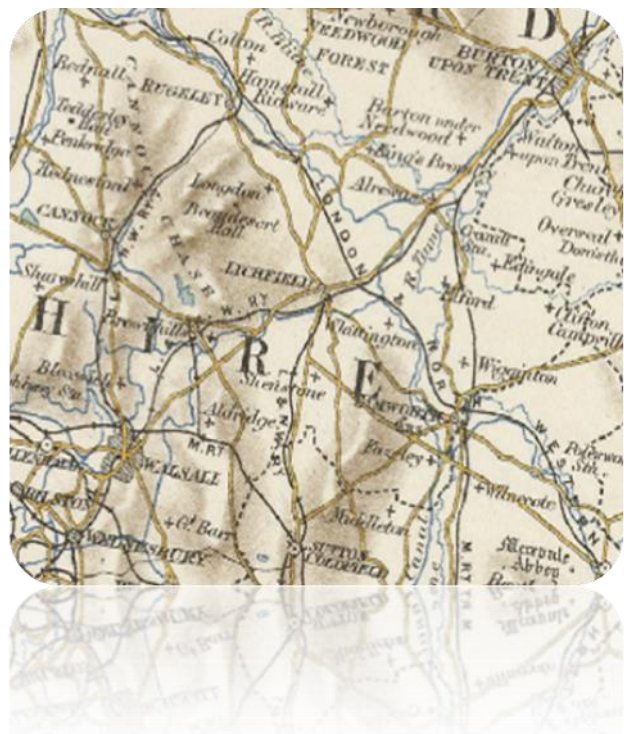
The Greywood Multi-School's Trust has brought together a group of schools with a shared vision to develop a learning community that brings real benefits to students, staff, parents and the wider community. It is determined to achieve this change not just through the transactional benefits of academisation, but through a deep and genuine sharing of learning and best practice.

Our Greywood emblem reflects the history of our region, but also represents our key objective of benefitting from a central trunk which forms the basis for school growth, as well as individual branches which enable member schools to retain their own distinct culture and direction.

Initially, the schools involved are in or around the Lichfield and Rugeley Districts and come from the primary, secondary and special sectors. The Trust intends to be highly inclusive and offers a potential educational route from age 2, when the youngest children enter primary school, to 25, with extended special school provision.

For more information please visit our website

<https://www.greywoodmst.co.uk/>



## Information about the school

- There are over 210 students on the roll of the school, making Queens Croft High School one of the biggest special schools in the area.
- The school is divided into four departments, Key stage 3, Key stage 4, Post 16 and Complex Needs classes. There are around 24 students within the Complex Needs department.
- Within Key stage 3, there are three classes in each year group. These are streamed groups (with some flexibility between groups) and are known as the Green, Orange and Blue groups.
- Within Key stage 4, students are part of mixed ability tutor groups but are divided into streamed teaching groups for most of their lessons.
- The school has a well established history of preparing students for national accreditations and offer a range of GCSE, BTecs and other qualifications.
- The school was judged as “good” by Ofsted in April 2018.
- The current Headteacher Debbie Bailey took up post in September 2020.
- The school’s facilities include specialised rooms for Art, Science, DT, Music and Food Technology. There is also a separate gym and another hall used for lunchtimes and assemblies.
- The school is set in attractive grounds with allocated areas for both Forest Schools and Land Studies.

## The Queen’s Croft Experience

*A group of students recently took part in a video chat with leaders from another school, during which they were asked to describe the school.*

*“Brilliant”, “Safe”, “Caring”, “Family” plus “No-one ever gives up on you”,*

*“When I was in mainstream school I was hated and now I’m loved and supported”  
and*

*“I don’t know where I would be if I wasn’t at Queen’s Croft”.*

***We hope their words resonate with you and attract you to this opportunity.***

## General Subjects Teacher

### Teachers Pay Scale + SEN Allowance

Queen's Croft is at an exciting point in its development. We have an engaged and motivated staff who are currently revising our curriculum and assessment systems. We provide for students with a wide range of needs – from those who will always need fulltime care in our complex needs classes to those who achieve five good GCSEs at the end of year 11. We have an Interventions Team who ensure that students' individual additional needs are being met and opportunities for professional development at all levels.

We are looking for experienced teachers who can apply their knowledge of teaching students within mainstream or secondary schools to the specific context of Queen's Croft. If you are passionate about high quality curriculum delivery and are able to demonstrate innovative and creative teaching – this could be the perfect post for you. We expect you to share our values of equal opportunities for all students and a determination to overcome obstacles to learning.

We are actively looking to increase the diversity of our current hard-working staff team and welcome applications from all sectors of the community.

We are proud to be part of the Greywood Multi-schools Trust and to work closely with the other schools in the Trust.

If you are interested in joining our team, please do contact the school to arrange a visit between 3.30pm and 5pm on Monday 20<sup>th</sup>, Tuesday 21<sup>st</sup>, Wednesday 22<sup>nd</sup> September.

Completed application forms should be returned to the school either by post or electronically to [recruitment@queenscroft.staffs.sch.uk](mailto:recruitment@queenscroft.staffs.sch.uk). The closing date for applications is **9am on Tuesday 28<sup>th</sup> September 2020**. Interviews for shortlisted candidates will be held on Monday 18<sup>th</sup> October 2021.

Further details of the post can be found on the school's website [www.queenscroft.staffs.sch.uk](http://www.queenscroft.staffs.sch.uk)

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.



A MEMBER OF

**Greywood**  
Multi-Schools Trust

**QUEENSCROFT**  
CELEBRATING INDIVIDUAL SUCCESS



## JOB DESCRIPTION: **General Subjects Teacher** **Teachers Pay Scale + SEN Allowance**

### **Responsible to:**

The post holder is responsible to the:

- Head of Key Stage in all matters
- The relevant member of the school leadership group in respect of curriculum and pastoral matters

### **Purpose of the post**

The duties outlined in this job description are in addition to those accountabilities, roles and responsibilities common to all classroom teachers covered by the latest School Teacher's Pay and Conditions Document.

These duties are shared by all teachers employed at Queen's Croft High School.

This job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **Strategic development of the school**

- Promote vision and strategic direction of the school through supporting the school objectives.
- Review and evaluate your practice on a regular basis in line with our Teacher Appraisal policy
- Take a positive and active role in developing links with parents, professionals and relevant members of the community
- Contribute and work towards whole school priorities

### **Teaching and Learning**

- Enjoy and have a passion for working with young people with SEND
- Ensure that a range of appropriate communication approaches are in place and consistently used to support individual pupils
- Lead, implement and review the actions of the students Education Health and Care Plan

- Work with school leaders to track the progress of individual pupils and take a leading role in devising intervention plans where pupils are making less than expected progress
- Make effective use of ICT and technologies to enhance learning and teaching and raise standards
- Carefully monitor the progress of pupils from disadvantaged backgrounds ensuring Pupil Premium interventions and Children Looked After support programmes are effective towards raising pupil's attainment
- Be familiar with current theory and practice relating to pupils with special needs and support staff development
- Plan and demonstrate quality teaching and provide learning opportunities that enthuse, stimulate and challenge within a safe learning environment.
- Support behaviour management strategies ensuring they are constantly reviewed and appropriate
- Actively engage in leading and managing classroom support staff in all aspects of preparation towards achieving the best outcomes for pupils and their learning
- Ensure learning opportunities are differentiated, challenging and engaging
- Positively promote inclusion and have a good understanding of providing a classroom environment where resources meet the needs of all pupils.
- Lead the development of a curriculum area(s) within allocated key stage as agreed with the Headteacher.

### **Accountability**

- Maintain a record of pupils' progress and set targets accordingly to ensure the best possible outcomes for pupils
- Ensure there is concrete evidence of pupil's achievements to substantiate pupil progress data
- Produce evidence of pupil's achievement through reporting to parents
- Take responsibility for leadership of a subject area across the school
- Participate in the performance management system for the appraisal of your own performance and that of other staff
- Uphold school values and following agreed school policies and guidelines

### **Professional Development**

- With support from the school to be accountable for undertaking training to further develop skills and knowledge in order to raise the standards and meet the individual needs of pupils.
- To actively use strategies to manage own stress and develop personal resilience when working in the environment of a special school where there may be an increased exposure to stressful working conditions.
- To complete PROACT-SCIPr-UK(R) training in the use of de-escalation and restraint and contribute to the staff team efforts to manage student behaviour safely.

Teacher signature .....

Head teacher .....

Date .....



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**PERSON SPECIFICATION:  
Teachers Pay Scale, + SEN Allowance**

<b>Post Title</b>	<b>General Subjects Teacher</b>
<b>School</b>	Queen's Croft High School
<b>Salary Band/Range</b>	<b>Teachers MPR/UPR</b>
<b>Hours / Weeks</b>	Teachers pay and conditions
<b>Responsible to:</b>	Headteacher

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
<b>EDUCATION AND QUALIFICATIONS</b>	Qualified Teacher Status/NQT	Further appropriate qualification e.g Advanced certificate in Education, BPhil or Masters Degree in ASD.	Application form
<b>TEACHING EXPERIENCE</b>	Teaching experience in delivering General Subjects  Experience of providing good/outstanding teaching and a stimulating learning environment.  Knowledge and experience of working with pupils with a range of learning needs.	Teaching experience with children who have complex, moderate or severe learning difficulties, and/or autistic spectrum	Application form Task
<b>Relationships</b>	Able to work collaboratively and in teams.  Able to foster a partnership relationship with parents – to communicate effectively, empathically and truthfully.  Able to maintain good working relationships with other professionals.	Ability to effectively plan for and direct learning support assistants	Application form Task Interview

<b>Management</b>	<p>Experience of leading a classroom team – able to direct TA support staff in an effective way for each session.</p> <p>To help staff to reflect on their skills – coaching them where necessary i.e. ICT skills, behaviour strategies, assessment.</p> <p>To manage own time and those of others to meet deadlines for reports, data etc.,</p>		<p>Application form Task Interview</p>
<b>Curriculum</b>	<p>A good knowledge of implementing General Subjects</p> <p>Curriculum differentiated at appropriate levels.</p> <p>An ability to plan an exciting creative curriculum meeting a range of pupils needs.</p> <p>Ability to plan, assess and record pupil's progress within the schools' framework.</p> <p>A good understanding of ICT for recording small step assessment.</p> <p>Enthusiasm to lead a curricular subject to assist with school improvement</p>	<p>Experience of curricular approaches for children with autism or challenging behaviours</p>	<p>Application form Interview</p>
<b>Communication</b>	<p>A high level of oral communication skills and a proven ability to relate effectively to pupils, colleagues and parents.</p> <p>An ability to write concise factual reports of pupil progress for the purposes of reviewing EHCP's, end of year reports, PLP's etc.,</p> <p>To meet all deadlines</p>	<p>Experience of writing annual review/reports for a range of purposes</p>	<p>Application form Interview</p>
<b>Wider professional commitment</b>	<p>A willingness to take an active and positive part in the school's ongoing curricular and policy</p>	<p>Willing to lead school based INSET in chosen activity</p>	<p>Application form Interview</p>

	<p>development.</p> <p>Willingness to further own professional development through reflection of practice</p>		
<b>OTHER REQUIREMENTS</b>	<p>A commitment to safeguarding and promoting the welfare of children and vulnerable adults</p> <p>An enthusiasm for involvement with students, staff, governors and the school community and can contribute positively to the ethos of the school</p> <p>A willingness to undertake staff training as required, eg Child Protection / First Aid / Health &amp; Safety</p>		<p>Application form</p> <p>Interview</p> <p>References</p>

## **KEY DATES AND INFORMATION**

### **Visit dates by arrangement:**

**To arrange a visit contact:** The school office on 01543 227245 to arrange a visit between 3.30pm to 5pm on Monday 20<sup>th</sup>, Tuesday 21<sup>st</sup>, Wednesday 22<sup>nd</sup> September 2021

**Vacancy Closing date:** 9am Tuesday 28<sup>th</sup> September 2021

**Shortlisting:** Shortlisted candidates will be notified by email

**Interviews:** Monday 18<sup>th</sup> October 2021

Further details of the interview process and arrangements will be provided to those shortlisted

**Start date:** 1<sup>st</sup> January 2022 or sooner if available

**Queen's Croft High School, Birmingham Road, Lichfield,  
Staffordshire,  
WS13 6PJ  
Tel: 01543 227245**

## **Application process**

Application is by completion of the Application form, please note that CVs are not accepted. Please ensure that any covering letter is no longer than 2 sides of A4 paper.

Applications should be returned to school c/o Mrs Jackie Hesslegrave, HR & Compliance Manager and can be returned to the address above or by emailing [recruitment@queenscroft.staffs.sch.uk](mailto:recruitment@queenscroft.staffs.sch.uk).

For shortlisted candidates, references will be sought ahead of the interview process. Please provide details of two people who can provide you with a professional reference, one must be from your current employer. Please also advise them that you have given their name and that they may be approached to provide a timely reference.

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

**Thank you for your interest in this vacancy**