



Heart of the Forest



HEART OF THE FOREST COMMUNITY SPECIAL SCHOOL

Class Teacher Application Pack – November 2021



Heart of the Forest Head Teachers Welcome Letter



Dear Candidates,

Heart of the Forest Community Special School is an all age (2-19) specialist provision situated within the beautiful Royal Forest of Dean. Our school meets the educational needs of 124 pupils with PMLD, SLD and MALD all with an EHCP.

Heart of the Forest Community Special School aims to engage, enrich and inspire, equipping pupils for their current and future stages in life. Our school has a strong and ambitious vision to create relevant opportunities to build skills and knowledge through an aspirational and personalised curriculum, inspiring meaningful experiences and connections with the wider world.

The Forest of Dean is a very close community, which enhances the 'family feel' that our special school celebrates and works hard to preserve. We endeavour to take every advantage of our stunningly beautiful surroundings, ensuring that learning reaches beyond the classroom.

Our school is recruiting for a Deputy Headteacher who will take on a key role in our developmental journey. We are working towards several exciting projects, including a new primary SEMH provision for September 2022. The role commands high professional standards and a commitment to developing the teaching and learning of special needs within a supportive provision. Our pupils are at the centre of all of our decisions and we continually strive to make a difference.

We look forward to meeting you and sharing our school.

Stephanie Withington
Head Teacher



Heart of the Forest

Job description

Position:	Class Teacher (Maternity Cover)
Reports to:	Deputy Head Teacher
Line management responsibilities	Teaching assistants, Mid meal supervisor
Teaching commitment	1
Grade:	Main scale / Upper pay scale

Job purpose

The postholder is responsible to the School and Headteacher for their teaching duties/tasks and responsibilities.

They are responsible for interacting on a professional level with colleagues and should seek to establish and maintain productive relationships with them in order to promote mutual understanding of curricular areas and programmes of study in the school curriculum with the aim of improving the quality of teaching and learning in the school.

Key Responsibilities

- To be responsible for the education and welfare of all pupils in your care
- To be responsible for and co-ordinate the development of a subject (exception of NQT's)
- To act as Line Manager to your class team, to include performance management, of identified staff.

Main duties and responsibilities

- To maintain high levels of safeguarding practice for all children in school, monitoring individual pupils and recording any incidents relating to safeguarding in line with legislation, school policies and procedures.
- To create a child centred purposeful learning environment to stimulate, motivate and fulfil pupil potential in a safe learning environment
- To work with children of all ages with a wide range of additional complex needs, including medical needs.
- To teach the National Curriculum as agreed with SLT and participate in short, medium and long term planning, preparing materials and attending meetings on such matters as required.
- To co-ordinate and personalise the National Curriculum for pupils in their designated class and assist with the development and implementation across the school.
- Establish a rapport with pupils to develop their social, emotional, physical and intellectual potential and to be a main source of reference for any issues arising relating to their well-being and development
- Support the School by complying with policies and procedures set by OFSTED, Headteacher and Governing Body
- Management of pupil behaviour and support pupils during learning activities, acting as a role model
- The maintenance of discipline and acceptable standards of professional conduct in the class team • Promoting teamwork, sharing good practice and supporting colleagues.
- To participate as required in meetings such as EHCP & PEP meetings with colleagues, other professionals and parents in respect of the duties and responsibilities of the post.
- To liaise with staff, professionals, community groups, shared users and stakeholders throughout the school as appropriate



Heart of the Forest

- To control and oversee the use and storage of toys, books, stationery and other teaching materials and equipment related to their teaching.
- Attending staff meetings as required
- To observe, assess, record and report on children's achievements and contribute to the review process
- To plan and prepare lessons effectively to ensure they meet the needs of the children within the class
- To record attendance daily on SIMS Teacherapp, ensuring absences and lateness are accounted for and taking appropriate action where they are not.
- The compilation of reports and profiles on pupils as required, and contribution to EHC Plans and Reviews.
- To ensure that any confidential data and record keeping requirements for the School are recorded accurately and timely.
- To keep abreast of trends and developments in education, especially those relevant to the duties and responsibilities of the post.
- The development of effective working relationships with parents
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the relevant person.
- To play a part in school events and activities
- To be involved in the school's on going self-evaluation of its effectiveness and monitor and evaluate methods of teaching and programmes of work accordingly
- To support pupils with additional medical needs through tasks such as, but not limited to, administering medication & enteral feeding.
- To support pupils with additional complex care needs through a variety of specialist tasks such as, but not limited to catheterisation and respiratory support.
- To be flexible and adaptable enough to work with students of all ages wherever required within Heart of the Forest School.
- The undertaking of any other associated duties in respect of their class as required by the Headteacher.
- The undertaking of other duties related to the work of the school as may be assigned which are consistent with the nature of the job and its level of responsibility.

Health and Safety

- To ensure a safe learning environment for pupils.
- To ensure that all health and safety instructions are followed and that all reasonable care is taken to avoid anything which may endanger yourself or others
- To report to SLT any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.
- Ensure compliance with the school's Health and Safety Policy, Admin of Medication Policy and Supporting Pupils with Medical Conditions Policy.

Key organisational objectives

The Post holder will contribute to the school's objectives in service delivery by:

- Strong commitment to Safeguarding and ensuring the safeguarding policy including safer recruitment is adhered to
- Enactment of Health and Safety requirements and initiatives as directed
- Compliance with Data Protection legislation



Heart of the Forest

- At all times operating within the school's equal opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils

Safeguarding statement

Heart of the Forest is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process we will undertake checks to ensure that you do not pose of risk of harm to children and young people.

Equal Opportunity

The council is committed to ensuring equality of opportunity and fairness in the workplace, and providing equality of access to services for the communities it serves.

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.



Heart of the Forest Person Specification

Requirement	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Qualified teacher status • Training in Education of primary/secondary/post 16 • Basic Safeguarding 	<ul style="list-style-type: none"> • Further qualifications related to SEND • ASD Training or qualification • SEMH Training or qualification
Experience	<ul style="list-style-type: none"> • Experience of working with children with a wide range of SEND • Experience of working within an educational setting/classroom 	<ul style="list-style-type: none"> • Play based teaching and learning • Observational assessment, record-keeping and reporting • Working in a Special School
Professional Knowledge/ Skills & Attributes	<ul style="list-style-type: none"> • A high level of understanding in safeguarding best practice. • Confidentiality appropriate for the profession. • A sound knowledge of the National Curriculum • Safe Working practice that protects children and adults who work with them. • Health & Safety issues relating to their area of work, including home visits and working in other settings. • An understanding of how to manage risk in school. • Excellent classroom practitioner • Ability to work independently and as a member of a team. • Communicate effectively with children, families and other professionals both verbally and in writing, including recording, reporting and assessment documents. • The importance of the role of the adult and how it impacts on children's behaviour and emotional well-being. • Knowledge of Positive Behaviour management & strategies • Excellent organisational and record keeping skills • Willingness to take on subject coordination/development • Proven ability to take on and develop initiatives and to meet deadlines • Good communication skills both written and verbal • The importance of early intervention in supporting children and their families. • The role in inter agency and community based work in supporting children and their families. • Confident in the use of technology (PC and Tablet) for professional purposes including digital photography, internet and Microsoft Office programmes. • Basic or good understanding of therapeutic interventions that support the emotional needs of young people, e.g. Restorative Practice, Trauma Informed and Thrive. • Keen to learn more through continued professional development. 	<ul style="list-style-type: none"> • Trained in KCSIE, Working Together to Safeguard Children & • Safer Working Practices. • GDPR/Data Protection Training • A sound knowledge of Early Years Foundation Stage <p>The post holder may have the working knowledge and understanding of the following areas:</p> <ul style="list-style-type: none"> • Partnership with parents • Multi-disciplinary working • Knowledge Picture Exchange • Communication System (PECS) • Total Communication including Makaton signing • Manual Handling • Team Teach • Early language development



Heart of the Forest

	<p>The post holder must have the ability to:-</p> <ul style="list-style-type: none"> • Recognise and deal with stress appropriately • Contribute to the planning and delivery of a range of experiences that will support children's care, learning and development. • Work effectively as part of a team and contribute to positive working relationships • Develop and maintain positive working relationships with children, their families and members of the school community. • Deliver a service to meet individual needs. • To identify family's needs and signpost appropriately • Deal appropriately with difficult and challenging situations. • Promote and keep children safe • Manage information in a confident manner 	
Personal Attributes (Motivation/ Approach)	<ul style="list-style-type: none"> • Flexible, adaptable and able to cope with change, with strong sense of motivation and own initiative • A positive and empowering approach • Sense of humour • High expectations of teaching and learning. • Willingness to contribute to and enthusiasm for school improvement • Recognising and valuing the potential of others • A commitment to integrated/multi-agency working • To remain calm under pressure • Enthusiastic • Commitment to equal opportunities • Positive role model • Well organised and good time keeper • Good communication skills • Patient and empathetic • High personal expectations (evidence of setting and maintaining high standards) • Calm & Consistent manner • A passion for working with children • Supportive and encouraging nature 	<ul style="list-style-type: none"> •
Physical Requirements	<ul style="list-style-type: none"> • Good level of general health 	<ul style="list-style-type: none"> • Ability to 'move and handle' young children and equipment as required under 'Moving and Handling' legislation