



Cobham Hall

Recruitment Pack

Classroom Teachers at new SEND Centre
(Full Time - Starting January 2025 and April 2025)





Cobham Hall



Dear Applicant

Thank you for your interest in the position of Classroom Teacher at Cobham Hall from January 2025. Chiltern Way Academy Trust, in partnership with Cobham Hall, are opening a centre of excellence with provision to specifically target students with educational challenges. The new Special Educational Needs provision will cater for 11–16-year-old pupils with Autism and will enable students with additional needs such as Dyslexia, Dyspraxia, Speech and Language Needs and additional social, communication and interaction needs, to thrive. Students in the provision will be of broadly average cognitive range.

A dedicated and specifically tailored curriculum has been designed and is ready to be delivered. It aims to be as engaging and nurturing as possible and will be delivered to small groups of children within a setting that is both inspiring and beautifully tranquil. The admissions process has started with students on roll from January 2025.

This is a fantastic opportunity for someone to be part of a pioneering new centre, to deliver lessons and make a difference to young people's educational prospects. Please do get in touch with any questions at spencel@cobhamhall.com.

Pay and Benefits

Cobham Hall has its own pay scale, and salary is dependent on experience.

The School also offers:

- Contributory Pension Scheme
- Comprehensive induction and on-going opportunities for Professional Development
- Small class sizes
- Use of the School fitness room, tennis courts and swimming pool
- Free onsite parking
- Lunches and refreshments provided
- Cycle to Work Scheme
- Access to 150 acres of Grade II* designed parkland



JOB DESCRIPTION

The responsibilities of the Teacher will include the following:

- To support the learning of students who have an autism diagnosis within a structured teaching situation or individually as required
- To promote the learning and personal development students to whom you are assigned and be a positive advocate and role model
- To set lesson objectives and to assist students in making progress
- To be passionate about supporting students with additional learning needs and to attend training on high incidence learning difficulties and Autism Spectrum Condition (ASC) as directed by the Director of the SEND Centre
- To engage in a discourse with the Teaching Assistants about planning, and to prepare and development of resources
- To help teachers maintain a classroom or rooms to the highest standard: supporting the comfort, safety, self-esteem and learning of the students
- To be work with students' SSD profiles and to use this knowledge to inform the teaching of students
- To monitor students' progress and achievement
- To maintain records of intervention and to make them available for inspection upon request by the Director of the SEND Centre or another member of senior staff
- To work with students to maintain personal confidence and promote positive behaviour
- To maintain both the health and safety of all students and good order and discipline: to do so within the School's policies and guidelines
- To ensure students are assessed for examination concessions and that these are allowed for in internal and external examinations
- To arrange and lead any multi-disciplinary discussion of students' needs/progress and to attend regular student support meetings as required
- To participate in relevant staff development alongside those related to students
- To be involved in the cycle of school and self-evaluation, planning monitoring and the delivery of school improvement
- To become familiar with, understand, and adhere to School policies and procedures
- To maintain confidentiality in and outside the workplace
- To undertake any duties of an appropriate nature as may be reasonably required by the Headmistress



Cobham Hall

Teaching and Learning

To deliver effectively in the following areas:

- To undertake all associated preparatory, assessment, recording and reporting work, in a subject specialism and/or other curriculum areas alongside the Teaching Assistants
- To demonstrate skills in, and understanding of, a variety of teaching and learning strategies
- To impart, knowledge skills and understanding to each pupil following modified and individualised schemes of work that deliver the National Curriculum both within and, if appropriate, outside the prescribed Key Stages and programmes of study for each subject delivered
- To regularly review the methods of teaching and programmes of work
- To actively and demonstrably support and promote literacy, numeracy, ICT and Key Skills via their curriculum areas
- To actively and demonstrably support and promote the personal, social and moral development of the students via their curriculum area
- To keep abreast with current thinking and development by attendance at appropriate courses, reading and other means of professional updating and training
- To participate in meetings at the School which relate to the curriculum or the organisation and administration of the School
- Supporting the curriculum as appropriate for groups and individuals





Cobham Hall

Supporting, Caring and Mentoring

To deliver effectively in the following areas alongside the Teaching Assistants:

- To know well and to be actively responsible for each individual pupil within the group sharing their successes and challenges
- To intervene and provide support in promoting the general progress academically, socially and personally of all pupils within the group and to encourage them to take as full and active a part in the wider life of the School as possible
- To liaise with colleagues, parents, educational support services and other agencies as appropriate
- To lead or contribute significantly to any pertinent or necessary recording, reporting or assessment
- Adopt and implement the values and principles of the School's stated policies on safety, care, control and behaviour management

To deliver effectively in the following areas:

- Provide care, support, guidance, discipline and encouragement for all students
- Act fairly and with compassion whilst creating professional boundaries
- Act as a positive role model for staff and students
- Work successfully alongside parents, stakeholders and outside agencies in fulfilling responsibilities
- Interact appropriately with all members of the School community and its stakeholders





PERSON SPECIFICATION

Personal Qualities

The successful candidate will have:

- A calm and positive attitude to all aspects of School life
- A caring and sensitive attitude towards students
- Ability to be a positive part of a successful team
- Ability to foster a feeling of mutual respect in both students and adults
- Ability to engender a feeling of control and security within the classroom
- A commitment to the whole of School life
- Vigour, enthusiasm, integrity and warmth
- Ability to change, adapt, develop and improve as a teacher

Personal Skills

The successful candidate will be able to:

- Motivate and inspire students at all levels
- Work as part of the new SEND Centre and the wider Cobham Hall staff team
- Have excellent IT skills
- Be a good administrator
- Have excellent interpersonal skills

Qualification and Experience Criteria

Experience in teaching students with specific learning difficulties and students on the autistic spectrum is a requirement. Further training will be provided for the right candidate.

Closing date for applications: **Tuesday 5th November 2024**



How To Apply

1. For more information, and to apply, [please follow this link](#) to the Mill Hill Education Group job portal and select "Cobham Hall School" as your location.
2. Your application form should be completed in full by **9.00am on Tuesday 5th November 2024**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview. Interviews will take place before the closing date for suitable applicants and we reserve the right to appoint if a suitable candidate is found.

The Mill Hill Education Group is committed to safeguarding the welfare of children. The Group applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for persons barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.



Cobham Hall

A day and boarding school for girls and boys aged 11-18

Cobham, Kent DA12 3BL

T: +44 (0) 1474 823371

www.cobhamhall.com

enquiries@cobhamhall.com



