

Edison Pace School

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Headteacher: Mrs L Riley

Dear Applicant

Vacancy for the post of Creative and Performing Arts teacher

Welcome to Edison Pace School and thank you for your interest in the above position. This role offers a unique opportunity to work within a very experienced, successful and thriving team.

This pack contains information about the school - current position, the job, our expectations of the successful candidate and a job description. It also includes a DBS and Data Protection information.

Your letter of application/supporting statement (towards the end of the application form) should be no longer than two sides of A4. Please ensure that you provide full details of your qualifications, employment (paid or voluntary) and the skills and interests you have that would equip you to undertake this role.

To be considered for this position, your completed application form must be received by the school by the deadline of **09:00 on Wednesday 12th July 2023**. Commencement of this role will be January 2024 or sooner if possible.

Edison Pace School is committed to the protection and safety of its students and operates a safer recruitment policy. An appointment will be subject to an enhanced disclosure and barring service check.

If you wish to apply for the post advertised then I would like to take this opportunity to thank you for your application and your investment of time and, whatever the outcome, I wish you well in the future.

Yours faithfully



Mrs. L Riley
Executive Headteacher

Teacher of Creative and Performing Arts teacher

WHAT WE CAN OFFER YOU:

- A talented, professional and hard-working staff team.
- A well-resourced and dedicated music studio
- Excellent professional development and guidance.
- Excellent facilities in new and refurbished buildings.
- We are a socially inclusive and equal opportunities school.

WHAT WE WANT FROM YOU:

- We are seeking a dedicated and passionate Creative and Performing Arts teacher to join our team.
- The ideal candidate will be a qualified teacher and can be an Early Career Teacher (ECT) or a Fully Qualified Teacher (FQT).
- Experience teaching children with SEMH is desirable but not essential.
- As a Creative and Performing Arts teacher, you will be responsible for creating and delivering an exciting and inspiring curriculum, delivering engaging lessons to students across the key stages.
- The ability to deliver the curriculum up to GCSE standard.
- The successful candidate will have excellent communication and interpersonal skills and be able to work collaboratively with other staff members to create a positive learning environment.

Please note that training will be provided on safeguarding and school specific IT applications.

Safeguarding and safer recruitment

Edison Pace School is committed to safeguarding and protecting the welfare of young people, with an expectation that all staff share this commitment.

Job description for the post of: Creating and Performing teacher



Job details

Salary: Dependent upon experience

Hours: Monday to Thursday 8.30am – 4.30pm and Friday 8.30am – 3.30pm

Contract type: Full-time, Permanent

Reporting to: Headteacher & Senior Leadership

Responsible for: Subject support staff

Main purpose

As a Creative and Performing Arts teacher, you will be responsible for creating and delivering an exciting and inspiring curriculum, delivering engaging lessons to students across the key stages.

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes as part of a wider curriculum offer, adhering to the school's quality of education planning documentation.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned students, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of students.
- Set high expectations which inspire, motivate and challenge students.
- Promote good progress and outcomes by students.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing students for external exams.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and student development to secure co-ordinated outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

Health, safety and discipline

- Promote the safety and wellbeing of students.
- Maintain consistency of expectations among students, managing behaviour effectively to ensure a good and safe learning environment.

Professional development

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching.
- Take part in the appraisal and professional development of others, where appropriate.

Communication

- Communicate effectively with students, parents and carers.
- Follow schools' processes and procedures for communication.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification for the role of Creative and Performing Arts teacher:

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none">• Qualified teacher status• Degree• Successful teaching experience
Skills and knowledge	<ul style="list-style-type: none">• Knowledge of the National Curriculum• Knowledge of effective teaching and learning strategies• A good understanding of how children learn• Ability to adapt teaching to meet students' needs• Ability to build effective working relationships with students• Knowledge of guidance and requirements around safeguarding children• Knowledge of effective behaviour management strategies• Good ICT skills, particularly using ICT to support learning
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school• High expectations for children's attainment and progress• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality

Edison Pace School

Edison Pace School is a rapidly growing independent secondary special school, catering for children with social and emotional mental health needs. Our calm and quiet environment is suitable for those children who have high anxiety, have previously been school phobic and are socially reserved. Students at Edison Pace School engage in a broad, balanced, and enriched curriculum, including outdoor education and a high emphasis on personal development and social skills. We teach in small groups of up to six in a class, enabling appropriate support and highly effective personalised teaching. Through our curriculum we offer accreditation opportunities from Entry Level Certificates and the Duke of Edinburgh Award, through to GCSE/Level 2 qualifications, dependant on each child's learning pathway and progress. This creates a culture where everyone can succeed with pride on their journey into adulthood.

In October 2023, our new state of the arts, 60 place secondary school, will open in Hanley, Stoke.

The new building will offer our students and staff brand new classrooms with specialist equipment, including an Art & Design studio, performing arts department, Hair and Beauty salon, hospitality and catering kitchen, specialist sensory and therapy rooms, as well as outdoor activity areas such as a multi-use games area and sensory circuits. We have tailored our new provision to ensure all our students can engage in subjects aligned with their interests and chosen career pathways.

New Building opening Oct. 23



Currently, Edison Pace School is sited at Porthill, Newcastle-under-Lyme.

Once the students have transitioned over to the new school in Hanley, work will commence to convert the current building into a primary provision which will have capacity for 30 KS2 students with SEMH.

The outdoor space will offer primary children different sensory places to explore, including a sensory circuit, a reading house, mud kitchen, outdoor creative space and a multi-use games space.

Our pastoral emphasis is based on building high-quality, authentic relationships with our students.

We achieve this through providing small group learning and by matching our students by their developmental stage as opposed to their chronological age. Our curriculum offer is differentiated to ensure all students progress.

In support of this all staff receive training in trauma, attachment, ASD, ADHD, zones of regulation, restorative practices, makaton and other appropriate and tailored training, dependent upon the cohort and individuals. We also emphasise the importance of therapeutic approaches, including speech and language specialist support.

Edison Pace School safer recruitment procedure

Edison Pace School is committed to safeguarding and promoting the welfare of all students. To meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

Level of disclosure required: **ENHANCED**

This post is classified as having substantial access to children and so is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Shortlisted applicants will be sent a form to complete and required to declare:

- All unspent convictions and conditional cautions.
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). For further information on filtering please refer to Nacro guidance and the guidance published by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order').

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. The Edison Pace School is an equal opportunities employer and is committed to eliminating prejudice in employment. A person's criminal record will not in itself debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- Your age at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) provided.
- Whether your circumstances have changed since the offending behaviour.

If you are shortlisted to attend for interview you will be asked to complete a confidential Criminal Records Declaration Form. The information disclosed on the form will not be kept with your application form during the application process. The information will only be seen by those who need to see it as part of the recruitment process.

It is important that applicants understand that deliberate attempts to conceal the information requested in the confidential form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from **Criminal Record Support Service**.

All applicants who are offered employment will be subject to a criminal record check, and a check will be made with the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Any information will be treated with the strictest confidence, and you will only be prevented from obtaining employment if it is considered that you have a criminal record that makes you unsuitable for the post in question.

Edison Pace School safer recruitment procedure (cont.)

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information. Referees will be asked about whether the applicant has been the subject of any safeguarding concerns, so referees should be a senior person with the appropriate authority.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to a further six months). The probation period is a trial period, to enable us to assess an employee's suitability for the job for which they have been employed. It provides us with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students.

Our recruitment process

At Edison Pace School we are committed to promoting a diverse and inclusive community and we reject any form of harassment, discrimination or victimisation. We are committed to providing equal opportunity in recruitment and employment to all individuals. We will consider candidates without regard to race, ethnicity, gender, religion, sexual orientation and identity, national origin, age, military or veteran status, disability or any other legally protected status; and without discrimination based on socioeconomic, marital, parental or caregiving status, or any of the previously listed characteristics or statuses. We want to provide a positive experience at interview and want our recruitment process to set up candidates for success.

The application process

If called for interview all candidates are given a tour of the school by a senior member of staff. To apply for this position please go to the advertisement for this post or apply directly through the school website linked to TES.

Unfortunately, due to the substantial number of applications that we receive, we are sometimes unable to respond to unsuccessful applicants. Feedback is only provided to shortlisted candidates who attend an interview.

Candidates who are shortlisted will be contacted to inform them that they have been selected and to confirm their availability to attend for interview.

On confirmation of attendance, candidates will be informed of the relevant information needed to prepare for a skills test and/or interview, depending on the post they have applied for.

Edison Pace School safer recruitment procedure (cont.)

The interview process

On confirmation of your attendance, you will be emailed information regarding the arrangements for the day, such as time of arrival and information about the format for the process.

Candidates are asked to bring relevant qualification certificates, plus photographic ID. These are checked by HR on arrival at reception. Following the lesson or test, the recruitment and selection panel will analyse the results, and further shortlisting may take place prior to the interviews.

Data protection statement

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process.

Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. All processing of personal data by the school is undertaken in accordance with the principles of the General Data Protection Regulation 2016.