

# Wood Green School



**Candidate Information Pack**  
**SEN Teacher for the Achievement Centre**

## Details of the Post

<b>Job Title:</b>	SEN Teacher for the Achievement Centre
<b>Start date:</b>	April 2024
<b>Status of post:</b>	1 year Fixed Term (Maternity cover)
<b>Closing date for application:</b>	25 <sup>th</sup> January 2024
<b>Interview Date:</b>	TBC

### **WELCOME – Headteacher**

Dear Prospective Candidate,

Thank you for your interest in our post. Wood Green School is an oversubscribed 11-18 Academy school serving the town of Witney and surrounding villages.

This is a very exciting time for Wood Green. We have a clear vision of a Wood Green student, and we are developing our Bacculaureate that encourages and celebrates everything that a school should develop in young people: engagement in all subjects, learning skills such as research and communication and personal skills such as thoughtfulness for others. We believe strongly in a culture of mutual respect and strong relationships, demonstrated in our Behaviour Policy built on restorative principles and our Diversity, Equality and Inclusion Policy. Everything is underpinned by our LEARNWell values. Our strong reputation and results improving year-on-year have led to a rapid rise in student applications.

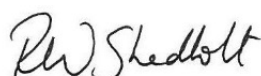
Wood Green School is part of the Acer Trust, a multi academy Trust working together to create great places to learn and work. We are based in Oxfordshire and currently consist of 5 primary schools and 4 secondary schools, educating approximately 5,700 pupils and students. Our overriding purpose is to secure the wellbeing and success of all. We aim to achieve this by focusing on the development of every individual as well as improving the education outcomes for every child.

All schools have strong track records of high performance or rapid improvement and share similar values. This partnership adds real benefit to Wood Green School, especially opportunities for staff development. The key values of the Acer Trust are Trust, Collaboration and Opportunity.

Wood Green has developed several innovative external partnerships, for example with Nuffield Health for Wellbeing, Oxford University for teacher development and student access to the university and with the National Bacculaureate Trust. These all bring great opportunities for students, and also for staff development. I believe that investing in staff is crucial to achieving our mission. At Wood Green, we provide a comprehensive programme of staff development, sharing best practice in-school and giving staff the opportunity to work with other schools through our local and national partnerships. All teaching staff have the opportunity to undertake the OLEVI Teacher Programmes, to carry out action research with Oxford University and to work with coaches in school. Our work with Nuffield Health considers staff as well as student wellbeing.

Thank you again for your interest in this post and I hope to receive your application in the near future.

Yours sincerely



**Rob Shadbolt**  
Headteacher

## Our School Philosophy

# *“Head, Hands and Heart”*



Our School Philosophy can best be summarised by the phrase ‘Head, Hands and Heart.’ Head, Hands and Heart represents the whole child:

- The Head represents learning
- The Hands represent creativity and practical skills
- The Heart represents respect and nurture for others and ourselves.

## **Mission, Vision and Values**

### **Mission Statement**

“Our mission is to develop exceptional, well-qualified and well-rounded young people who make a positive contribution to our school, our community and the world.”

### **Our Vision Statements:**

Wood Green students

- I. Are inquisitive, independent and creative thinkers who communicate powerfully, respond well to feedback and who work well by themselves and with others
- II. Believe they can improve, are proud to try hard and to be successful and are not scared to fail
- III. Have integrity and honesty and take responsibility for themselves
- IV. Manage themselves well and develop good relationships with all students and staff
- V. Take care of others, their community and their environment and respect all others
- VI. Know how to keep themselves healthy and safe
- VII. Achieve highly and leave prepared for their next exciting challenge

## **Our Values**

Our LEARNWell values reflect our commitment to developing the whole person and underpin everything we do:

**L**EARNING **E**FFORT **A**SPIRATION **R**ESPECT **N**URTURE **W**ELLBEING

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## **Department Information**

The Achievement Centre is a base for 20 students identified with MLD as their primary need on their EHCP by the Oxfordshire SEND service. The students enjoy 70% of their learning in the base and also join mainstream lessons in some areas. The base is popular with parents as a safe place for students to gain specialist help within a mainstream school.

## **Curriculum**

### **Key Stage 3**

In years 7, 8 and 9 all students follow a fully adapted and differentiated curriculum taught within the Achievement Centre in English, Mathematics, Humanities, RE and ICT. Students have separate Science lessons delivered with the Science Department and they integrate into mainstream lessons for Creative Arts, Drama, Design and Technology, Music and PE.

### **Key Stage 4**

In years 10 and 11 all students work towards gaining Entry level Certificates in English, Mathematics, Science, Humanities and ICT. We are able to integrate students into the mainstream curriculum based on individual preference too; some students have taken GCSEs in Art, Maths and Science in recent years.

Applications are welcome for the position of a teacher for the Achievement Centre. The Achievement Centre is the Moderate Learning Difficulties (MLD) unit, homed at Wood Green School on behalf of the SEND provision for Oxfordshire.

## **Candidate profile:**

This is a full time, fixed term (1 year, maternity cover) post available from April 2024. The post would suit teachers with either a primary or secondary background.

- You will be a talented teacher with a passion for working with students with learning difficulties
- You will be able to design and resource a wide curriculum to meet the needs of all students in the MLD provision
- You will show the ability to adapt to the varied needs of our students and inspire their learning
- You will be creative and enjoy using your initiative to motivate our students to reach their potential
- You will have high expectations of yourself and students and be committed to your professional development
- You will be committed to playing a full role in the development of the Achievement Centre and will be part of SEND department in Wood Green School, actively promoting inclusive practice across the school.

<b>Job Title</b>	SEN Teacher for the Achievement Centre
<b>Date of Review of this Job Description</b>	January 2024
<b>Establishment</b>	Wood Green School
<b>Location</b>	Woodstock Road, Witney, OX28 1DX
<b>Purpose of Post</b>	<ul style="list-style-type: none"> <li>• To fulfil the Professional Standards for Teacher, and Upper Pay Range criteria in the context of being a teacher of the Achievement Centre</li> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</li> <li>• To monitor and support the overall progress and development of students as a teacher</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of student progress and attainment.</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>General Duties</b>	<p>All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document (STPCD). This document should be read in conjunction with the current STPCD.</p> <p>The general duties of all teachers at Wood Green School are those set out in the Teacher Standards (all teachers) and the Upper Pay Range criteria</p>
<b>Responsibilities and Accountabilities</b>	<p>As a teacher at Wood Green School, you have a responsibility to:</p> <ul style="list-style-type: none"> <li>• Fulfil the Teacher Standards</li> <li>• Fulfil the Upper Pay Range Standards (grades UPR1-3)</li> <li>• Follow all school and department policies and procedures</li> <li>• Safeguard and promote the welfare of all young people you are responsible for, or come into contact within the school.</li> <li>• Ensure that you, under Health &amp; Safety legislation: <ul style="list-style-type: none"> <li>○ Takes reasonable care for your own health and safety, and that of others affected by what you do, or do not do</li> <li>○ Cooperate on all issues involving health and safety</li> <li>○ Use work items provided for you correctly, in accordance with training and instructions</li> <li>○ Do not interfere with or misuse anything provided for your health, safety or welfare</li> <li>○ Report any health and safety concerns to your line manager as soon as practicable</li> </ul> </li> </ul> <p>As a teacher at Wood Green School, you are accountable for:</p> <ul style="list-style-type: none"> <li>• The progress of all the students within your assigned classes</li> <li>• The quality of your teaching</li> </ul>
<b>Health &amp; Safety</b>	<p>To have due regard for health and safety in the workplace</p> <p>To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy</p> <p>Co-operate with health and safety requirements</p>

	<p>Report all known defects</p> <p>Use, but do not misuse anything provided for your health, safety and welfare</p> <p>Do not undertake unsafe acts</p> <p>Inform Head of Establishment of any 'Near-Misses'</p> <p>Be familiar with the emergency action plans for fire, first aid and security issues</p> <p>Undertake specific designated duties regarding emergency evacuation</p> <p>Raise health and safety and environmental issues with students</p>
<b>Child Protection</b>	<p>Wood Green School is committed to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults.</p> <p>Staff and volunteers are expected to share this commitment for whom they are responsible or with whom they come into contact in the course of their duties. All successful candidates will be subject to Disclosure Barring Scheme checks along with other relevant employment checks.</p>
<b>Standards and Quality Assurance</b>	<p>Support the aims and ethos of the school as identified in the staff handbook</p> <p>Promote and model good relationships with students, colleagues, parents and visitors</p> <p>Set a good example in terms of dress, punctuality and attendance.</p> <p>Participate in training and take a lead in own professional development</p> <p>Participate in the School's staff appraisal process</p>
<b>Notes:</b>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p>

<b>Criteria</b>	<b>E S S E N T I A L</b>	<b>D E S I R A B L E</b>	<b>HOW IDENTIFIED AND ASSESSED</b>
			AP    Application I    Interview R    References
<b>Education/qualification and training</b>			
• Possess QTS	X		AP
• Well qualified graduate	X		AP
<b>Knowledge/skills</b>			
• Sets high standards and expectations of students	X		AP/I/R
• Can teach to English, Mathematics, Humanities, ICT and RE to entry level	X		AP/I/R

• Can teach to mathematics at KS3		X	AP/I/R
• Can motivate students at all levels of ability, thus ensuring that all students fully access the curriculum	X		AP/I/R
<b>Experience</b>			
• Proven track record of raising educational standards	X		AP/I/R
<b>Personal characteristics/other requirements</b>			
• Is a person who works positively and collaboratively	X		AP/I/R
• Is passionate, energetic, versatile and creative about their subject and teaching in general	X		AP/I/R
• Is a strong team player	X		AP/I/R
• Is committed to ensuring that students of all ages and abilities achieve their potential and are successful and happy	X		AP/I/R

We are not looking for the impossible! If you think that you have at least some of these attributes, we would very much like to hear from you.

Appointment will be subject to enhanced DBS check, qualifications and experience checks and satisfactory references.

