



HEARTLANDS
COMMUNITY TRUST

Job Pack
Teacher of Special Needs



Content

CEO Letter	Page 3
Job Description	Page 4
Person Specification	Page 8
Job advert	Page 10



February 2021

Dear Applicant,

I am delighted that you have chosen to apply for a post with Heartlands Community Trust.

Our well-established values and ideals which are at the heart of our Community Trust now provide a space within the wider education system where we can come to work together, to grow and flourish.

We believe passionately in the power of 'stronger together', of what can be achieved when schools collaborate, particularly within the context of a multi-academy trust. We can harness a source of energy and power to the advantage of each and every school member, through shared values, mutual learning, and the provision of high quality services.

We take a 'by schools for schools' and a 'for the common good' approach to our Trust decisions within a clear framework of values and goals, which help each school to express its individual ethos and identity, whilst also appreciating the importance of family and collaboration.

We focus on continual school improvement, which is achieved through nurturing effective partnerships, school-to-school support, innovation in teaching, learning and the curriculum, and providing excellent opportunities for staff development.

All our Trust Services are directed toward helping our schools to give our young people the best possible opportunities to learn, grow, flourish and be successful within the context of strong school communities.

I am proud to be CEO of this trust and I extend a warm welcome to all those who are attracted to the aims and values of our Trust. We have built the capacity and space for everyone to thrive – our children, our staff and our schools.

This is an exciting time to join our trust, as an individual as we look towards the next stage of our growth and development. We are always looking for like-minded individuals to join us on our journey.

Making the choice to work for Heartlands Community Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be. We look forward to receiving your application.

Yours Faithfully

Anthony Billings - BA (Hons), PGCE, MA, NPQH Chief Executive Officer



Job description



Post	Teacher of Special Needs
Grade	Main Pay Scale + SEN 1
Contract	Permanent
Hours	100%
Responsible to	Head of Department

Purpose

To work as a teacher at The Grove for students with moderate to severe autism with related learning difficulties, supporting students to develop effective communication skills, independence and functional academic skills

Principal Accountabilities

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Class Teacher Responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- To be an excellent teacher who is able to motivate students and ensure that they progress
- To be responsible for teaching across key stages

The internal organisation, management and control of the school

To contribute to:

- maintaining and developing the ethos, values and overall purposes of the school
- implementing the Governing Body's policies on equal opportunity issues for all staff and pupils, safeguarding and Health and Safety
- the carrying out of routines and duties within the school
- the school's Performance Management policy, participating in continuing professional development as required.

Subject Development

To contribute to:

- Developing creative and inclusive schemes of work
- Developing and maintaining appropriate interventions which ensure that all students reach their potential
- Promoting whole school literacy and numeracy
- The displays and presentation within the provision



- The use of information on pupil progress to improve teaching and learning, to inform and motivate pupils and to inform parents
- The effective deployment of resources to ensure that the school provides excellent value for money
- The planning and delivery of SEARCH days within the provision
- Establishing common standards of practice and to develop the effectiveness of teaching and learning styles
- The development of extra-curricular and leisure activities.
- The responsibility for an area of learning across the school

Relationships

- To contribute to positive relationships across the school community
- To build positive links with the Governing Body as required
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing
- To assist liaison with other educational establishments in order to promote the continuity of learning and progression
- To develop and maintain positive links and relationships with the community, local organisations and employers.

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive or exhaustive.

All staff may be expected to carry out other duties at the request of the Head Teacher.

Candidates should have a proven record of:

- Success in their teaching within the context of special education – specifically autism education.

The successful candidate should have:

- A passion for providing opportunities for all students to reach their potential within a genuine community environment
- An inclusive approach to education
- A commitment to developing both of the school's specialisms, recognising that Heartlands is situated within a community with strong links to the Arts.

Main Activities and Responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- To teach engaging and effective lessons that motivate, inspire and improve pupil attainment across the provision in all areas of learning
- To support inclusion opportunities throughout the school
- To effectively line manage a class team ensuring a nurturing, calm and purposeful classroom



environment

- To effectively assess individual needs, develop and maintain educational and pastoral support plans for students with complex needs
- To build strong links with students and their families
- To contribute to the effective working of the provision
- To effectively support students in developing independence in all areas of their learning and development, including off site activities.
- To undertake other tasks or responsibilities as directed by the head teacher.

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document relevant to a Class Teacher. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

The Governors seek to appoint strong, dynamic and talented teachers who will work hard to take the school forward in these early stages. As such, a commitment to high standards of achievement and responsible behaviour is paramount.

Key Organisational Objectives

The postholder will contribute to the HCT objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

HCT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.



Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date of issue:

Signature of postholder:

Name of postholder:

Signature of CEO/ Head Teacher:



Person specification

	Essential	Desirable
Qualifications		
Qualified teacher status.	✓	
Evidence of further study or training within the field of Autism.		✓
Further study or qualifications in SEND		✓
Experience		
Experience teaching a class within an autism setting	✓	
Experience in delivering training to others related to SEND		✓
Experience of working with a class of students with complex autism	✓	
The ability to problem solve and think creatively, especially with regards to complex behaviours	✓	
Skills		
Personal		
Ability to work effectively both as a team member and as a classroom leader.	✓	
Motivation to continually improve standards and achieve excellence.	✓	
Ability to reflect on your practice and develop as a professional.	✓	
Good working knowledge of relevant policies and procedures.	✓	
A willingness to share good practice and support the development of staff	✓	
Excellent communication skills (written and verbal)	✓	
Excellent organisational skills.	✓	
Understanding of the issues around safeguarding vulnerable children	✓	
An empathetic approach to working with students with highly complex needs.	✓	
An understanding of how communication affects people with autism.		✓
A good understanding of autism and how it affects individuals.	✓	
A good understanding of a range of tools and techniques that can be used in educational and therapeutic settings to support the needs of these students effectively, ensuring their development and ability to manage their autism with dignity and independence	✓	
A good understanding of assessment for learning and methods of formative and summative assessment	✓	
A determination to ensure that all students are given the chance to succeed	✓	
Ability to work autonomously and creatively.	✓	
Ability to remain calm, problem-solve and work collaboratively in demanding situations.	✓	
Willingness to reflect on your own practice and develop as a professional and pursue professional development	✓	
Relations		
Ability to relate well to, and communicate with, children and adults.	✓	



IT Skills		
An ability to effectively use ICT to support teaching and learning.	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Commitment to equal opportunities.	✓	
A commitment to upholding the vision and values of the school	✓	



The Grove School, part of the Heartlands Community Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

Teacher of Special Needs for The Grove - Autism

Salary: MPS + SEN 1

Contract: Full Time

Location: Haringey

Contract Term: Permanent

Start Date: April 2021 or as soon as possible after

- Are you looking for a new career challenge?
- Do you relish at being able to transform lives for young people with autism?
- Do you want to be part of a newly established SEN school?
- Are you able or willing to teach across subjects?
- Could you specialise in teaching Humanities or Maths, (potentially to GCSE level for a tiny number of students)?

If the answer is yes, then read on.....

We wish to appoint a class teacher with an outstanding track record who is ambitious and ready for an exciting new challenge to work with our small cohort of young people with high functioning autism.

The Grove is a successful Special School opened in September 2018, which meets the needs of pupils aged 5 to 19 on the autistic spectrum. We opened our doors to 42 pupils in 2018 and have grown to 94 pupils currently and set to grow to 108 pupils next September. We are in a brand new refurbished school which has been designed around our pupils and offers specialist facilities to support our curriculum.

We are looking for a class teacher who is resilient, flexible and demonstrates good knowledge of the national curriculum subject areas. You will be flexible enough to teach across ability ranges and multiple NC subjects but also to offer a subject specialism, preferably Humanities which could be delivered to a small cohort of pupils.

The post holders will play a significant role in mentoring and tutoring pupils alongside a supportive class team ensuring there are high quality and effective learning opportunities for all students. Class sizes are very small and you will be expected to work closely with our multi-disciplinary teams and other staff across the school, sharing practice, knowledge and skills.

We can provide a rich programme of in house professional development, building on current expertise



in Autism within the school and curriculum development through our partner school Heartlands High School.

The successful candidate will be required to:

- Have previous experience of working within an Inclusive team and be committed to promoting inclusive education;
- Demonstrate strong subject knowledge of or the capacity to develop knowledge of the national curriculum at KS3 and KS4;
- Have had some previous experience of teaching young people with autism;
- Work closely within the school team;
- Have a passion for Autism Education and the Inclusion Agenda;
- Have experience of completing SEN assessments and differentiated plans;
- Be able to undertake specialist teaching on a 1:1, small group and whole-class basis;
- Be a motivational teacher for all abilities ensuring learning is engaging and inclusive;
- Work within and contribute to the school community;
- Have a commitment to an integrated, therapeutic approach and ethos;
- Be very flexible, resilient and adapt quickly to change

Please contact our Office team, at office@thegroveschool.co.uk . Unfortunately, we are unable to show candidates around during this time but we are happy to answer any questions that you may have or have a Zoom conversation with you.

You can access some virtual tours and our prospectus on our website at www.thegroveschool.co.uk Application packs can be downloaded from TES online or the school website.

Completed application forms, with a covering letter addressed to the Headteacher, Ms Lucia Santi, should be returned to our school office at office@thegroveschool.co.uk by the latest **3p.m. on Monday 1st March**. Interviews will take place the week of **8th March 2021**

Please note that CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the Trust.

NB: Applications may be considered whilst the posts are being advertised. Heartlands Community Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.