

# Applicant Information Pack

**KS2 Primary Class Teacher for young people  
with SEMH**

**Salary: Depending on experience / in line with  
outer London MPS**



Dear Applicant,

Thank you for your interest in the position of Teacher for young people with SEMH at FreshSteps Independent School

I hope you find the information helpful. If you feel that this is a post for which you would like to apply, please complete all sections of the Application Form, including the Equal Opportunities monitoring (CVs are not accepted), and return it via email:

Email: [primary@freshstepseducationcentre.org.uk](mailto:primary@freshstepseducationcentre.org.uk)

Post: FreshSteps Independent School, Innova House, 4 Kinetic Crescent, EN3 7XH

The closing deadline for applications is 12 noon on Monday 23rd March 2020.

Please ensure you provide the name, addresses (including email addresses where possible) of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be on Thursday 26<sup>th</sup> March 2020. If you have not been invited to attend by Monday 23<sup>rd</sup> March 2020, you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

If you would like to discuss the role further please contact the primary phase leader via [primary@freshstepseducationcentre.org.uk](mailto:primary@freshstepseducationcentre.org.uk) and leave your name and number.

Yours sincerely

*Diane Anderson*  
Head Teacher

## **JOB DESCRIPTION**

School:	FreshSteps Independent School
Job title:	Primary Teacher
Reports to:	Head Teacher
Hours of work:	Full time ( 4 days a week will also be considered)
Salary:	Dependent on experience

### **Organisational Relationships**

The Teacher, as a member of staff at FreshSteps, is required to carry his/her professional duties in accordance with the Articles of Government of the Independent School Standards and with the professional standards for Teachers and any amending or substituted order.

### **Main Responsibilities and Key Tasks**

1. To teach the core and foundation curriculum and an area of specific specialism with an expectation of high standards that maximises achievement of pupils within the school.
2. To teach a class of mixed age groups (which could be between the ranges of year 3 -6) providing a curriculum which is both stimulating and challenging within a well organised learning environment. The school's policy on assessment, planning, recording and reporting will be followed.
3. To assist and report to the Head Teacher in evaluating and monitoring the standards of teaching and learning within their class.
4. To organise a classroom which consistently supports educational, social, emotional and mental health needs of all the young people in the class.
5. To be an integral member of the school to provide quality behaviour management systems, in line with health and safety requirements and ensuring young people maximize their potential through a consistent approach.
6. To recognise and promote partnership between home and the school for pupils.

7. To establish and maintain effective communication procedures between themselves and other professionals who work within the school such as learning mentors and teaching assistants. This will also include other professionals such as Educational Psychologists, Speech and Language Therapists and Health staff.
8. To keep up to date with current educational thought and developments by reading and attending courses to further good practice. This includes an understanding of social, emotional and mental health difficulties, and an ethos that supports an inclusive approach to teaching and learning.
9. To provide written evidence/verbal feedback on young people's progress for school reports/Parents' Evenings, including the use of the school's assessment programme in providing regular, up to date feedback to the young people they work with
10. To cultivate a professional partnership with the class teaching assistants and involve them in planning, delivery and understanding the work being done with the class.
11. To assist in providing daily organisation for the primary phase with support for appropriate cover duties/break duties as necessary. Also to support the Academy's commitment to trips for the young people.
13. To comply with the school's policies and procedures including safeguarding and positive intervention.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at the start of the year and it may be subject to modification and amendment at any time after consultation with the holder of the post

### **FreshSteps Independent School**

(Class Teacher)

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Teaching Degree or PGCE or equivalent</li> <li>• Willingness to participate in further professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in Special Educational Needs / SEMH</li> </ul>

<b>Experience</b>	<p>Teaching children in KS1/2</p> <p>At least 1 of the following:</p> <ul style="list-style-type: none"> <li>• SLCN Teaching</li> <li>• Experience of working with children with challenging behaviour.</li> <li>• Experience of working with SEND in either a special or mainstream setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching pupils with SEMH, ASD.</li> <li>• Teaching in a specialist provision.</li> </ul>
<b>General Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent behaviour management skills.</li> <li>• Excellent communication skills.</li> <li>• Excellent ICT skills.</li> <li>• Experience of and commitment to team work in planning, delivery, review and development.</li> <li>• Knowledge of safeguarding requirements and actions.</li> <li>• The ability to assess and evaluate pupil attainment and plan subsequent teaching accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>• Disability Equality awareness.</li> <li>• Positive Handling training</li> </ul>
<b>Subject Knowledge</b>	<ul style="list-style-type: none"> <li>• National Curriculum Programmes of Study at KS1/2 (though the curriculum is adapted in our school)</li> <li>• Excellent teaching skills with knowledge/experience of and proven quality in subject area of specialism.</li> <li>• Effective tracking of pupils' progress in a curriculum area and implementing strategies to raise standards with the ability to work alongside other professionals to deliver a bespoke curriculum for each pupil.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and knowledge of foundation programmes of study.</li> <li>•</li> </ul>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Commitment to the provision of high quality education and pastoral care for all pupils.</li> <li>• Able to demonstrate a commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Commitment to a team ethos/approach.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to supporting trips for young people.</li> <li>• Commitment to After-school clubs.</li> </ul>

	<ul style="list-style-type: none"> <li>• Commitment to continued professional development.</li> <li>• Positive ethos to working with parents, colleagues and board members</li> <li>• Good sense of humour.</li> <li>• Believes in Inclusive Education and building relationships (holistic approach).</li> <li>• Commitment to parental partnership in education and developing links between school, home &amp; the community.</li> </ul>	
Working Conditions	<ul style="list-style-type: none"> <li>• Non smoking environment.</li> <li>• Physically fit and able to use positive handling (Physical Intervention, techniques when necessary).</li> </ul>	<ul style="list-style-type: none"> <li>• Driver (Mini Bus driver)</li> <li>• Clean driving license</li> </ul>

## Explanatory Notes

Applications will only be accepted from candidates completing the appropriate Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

## Safeguarding Children & Young People

We are 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.

1. Candidates should be aware that all posts involve a degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

## **Interview Process**

After the closing date, short listing will be conducted by our SLT, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of supporting positive behaviours.

## **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- List 99 Check
- Satisfactory DBS Enhanced Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.**

**ALL positions at FreshSteps are on a self-employment basis. Successful candidates will be offered renewable yearly contracts (following a successful probation period) and support from our accountant to register with HMRC.**