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**Job Description**

Willow Park School is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Willow Park School is an independent non-maintained special school, with 20 places, funded by Local Authorities and established to support the children with SEND and enable them to access a broad, balanced and engaging curriculum through a nurturing, safe and inclusive environment.

The ideal candidate will be emotionally intelligent, empathetic, highly motivated and willing to take measured risks to deliver an exciting and engaging curriculum that develops learners’ vocabulary, knowledge and skills. The ideal candidate will have experience in a SEN school or in primary education although this role is open to all.

**Teacher**

Job Purpose

To be responsible for delivering teaching and training with a specialist approach, wherever possible linking pupils learning activities through the objectives within the curriculum and the childs EHCP targets. The Class Teacher will have small group of children and would hold overall responsibility for the learning and outcomes for each pupil in their class. The role of the Class Tutor would be to work in conjunction with teaching assistants and staff including outside agencies, in order to ensure there is consistency in the approach and education for each pupil.

To instil enthusiasm and enjoyment into the learning process in such a way that can lead to increased self-esteem and enhanced engagement in learning. To work in conjunction with the Independent Schools standards and Ofsted requirements.

The post holder will be expected to embrace, articulate and work with the Schools objectives, vision, values, and purpose.

The post holder is to contribute to the whole life of the School, always remembering that our core purpose is to improve the education and lives of the children and young people at the School.

The post holder will be expected to contribute as required and uphold underpinning values and ethos of the School at all times.

Main Duties

1. To develop a thorough understanding of the pupils and be able to plan for best outcomes.

2. To follow the curriculum, design creative and enjoyable lessons with focus on their EHCP targets. Challenge and engage pupils at the appropriate levels with clear outcomes to deliver rich and ambitious learning. Be skilled at teaching both 1:1 and group sessions.

3. To create and maintain learning environments which supports the development and needs of pupils. To ensure that all environments are kept clean, safe and tidy to enable effective learning.

4. To be an advocate of pupil voice and promote self-assessment and reflective opportunities within the school day.

5. To complete baseline assessments of pupils in all areas of learning within 4 weeks of admission and continue with baseline assessment for each new area of learning as required.

6. Ensure planning enables pupils to achieve their short, medium and long term outcomes in line with Education Health and Care plans (EHCPs). Ensure outcomes are fully embedded in all learning activities and progress and achievements are recorded.

7. Ensure curriculum intent is communicated to pupils and support staff during delivery of all activities.

8. In collaboration with Management devise individual pupil pathways for each curriculum area.

9. To take responsibility for progression within pathways for each of the pupils in your Class, ensuring outcomes are met and evidence is submitted meeting deadlines as required.

10.Within all sessions facilitate clear learning outcomes of English, and Maths and evidence learning.

11.To take a lead in English PSHE and Maths development within the curriculum to ensure English and Maths is embedded and explicitly planned for throughout the curriculum.

12.To plan and teach discreet sessions in English PSHE and Maths appropriate to pupil level.

13.Differentiate planning:

• mitigate safeguarding risks for the varying pupil profiles in each session which may vary in age and ability.

• accurately pitch next steps in learning guided by relevant assessment tools and meetings with a range of professionals.

14.To promote and develop a whole schools’ approach to on-going assessment of pupils learning needs.

• Evidence the progress of pupil’s skills and achievements specific to subject areas and curriculum intent on a daily basis.

• Evidence incidental learning throughout the day in relation to the independent school standards. Evidence may include annotated video, photographic and audio recordings (with pupil permission).

15.Embed practical and independent skills throughout the day.

16.To work collaboratively with the team to ensure each child’s nutrition and health is a key aspect of their learning and development.

17.To communicate effectively with all relevant teams throughout the provision, including all members of staff, outside agencies, specific professionals, and parents when necessary.

18.To work closely with support staff. To ensure all support staff are fully engaged, modelling good practice, facilitating independence, engaging the pupil, evidencing progress and achievements and following agreed approaches.

19.To use and promote agreed and consistent communication strategies as developed by the Speech & Language therapist, including use of visual communication aids where necessary.

20.To use and promote agreed consistent behaviour strategies and approaches in line with positive behaviour plans and the schools behaviour policy. To record behaviours in timely manner and to regularly update positive behavioural plans and risk assessments working closely with management.

21.To work with agreed approaches as developed by the therapists: Occupational Therapist, Speech & Language to support the physical, social and emotional and spiritual development of each pupil as necessary throughout the curriculum.

22.To ensure that the pupils and staff are appropriately supervised, follow health & safety procedures, engage in health & safety best practice and all accidents, incidents and safeguarding concerns are reported promptly through the appropriate channels.

23.To contribute to the report cycle and data collection as part of the summative assessment for each pupil, including termly reports end of year reports and annual EHCP reviews.

24.Assess and record regularly of pupil regulation, engagement, independence and participation.

25.To be involved in the assessment process for new pupils and report areas of learning in regard for suitability of placement.

26.At all times ensure that the risk assessments are followed accurately and when 1:1 ensure work undertaken with pupils is in line with the lone working policy.

27.To ensure each attendance period is recorded promptly. To ensure information is promptly received about absences. If there is a further absence during a later session, this is reported immediately to management.

28.To update each of your Class pupil’s documentation, including pupil information files, planning & assessment files. To ensure all updates are shared regularly with staff.

29.To provide cover for absent colleagues when necessary, as reasonably requested.

Safeguarding

Willow Park School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff, volunteers and third parties to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

The successful applicant is responsible for ensuring that all Willow Park School’s child protection and safeguarding policies are adhered to and concerns are raised in accordance with these policies.

This post is subject to an Enhanced DBS check and a six month probationary period.

As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance/s will need to be sought

Safer Recruitment practice and pre-employment background checks, including overseas checks, will be undertaken before any appointment is confirmed

To attend safeguarding training when required

Safeguarding Duties

• To share the School’s commitment for promoting and safeguarding the welfare of children and young adults.

• To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.

• To follow and promote Keeping Children Safe in Education and working together to safeguard Children in addition to the schools Safeguarding Policy.

General

• To actively support and promote equality and diversity throughout the School.

• To work co-operatively with other staff within the School and any of it’s associated organisations.

• To work with the pupils as and when required.

• To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.

• To manage and supervise Teaching Assistants and other designated staff including providing support and guidance as appropriate.

• To be responsible for the care of your working area and development for your working area.

• To attend meetings and supervision as required.

• To undertake training and development as required by the School. To be committed to professional self-development, including continuing professional development through participation in-service training as necessary for the successful carrying out of the role.

• To attend mandatory and statutory trainings provided by the School as required.

• To act in a positive and supportive manner at all times projecting a positive image of the School and their associated organizations.

• To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

• May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.

Liaison

To liaise and co-operate with all staff employed within the School, parents, students, carers, support workers, professional bodies, external consultants, and any outside bodies as and when required.

To liaise with the carers and support workers of each student on his or her progress, both educationally and socially.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person Specification / Training and Development

Requirements

Position: Class Teacher

The following are the criteria that will be used for Shortlisting.

The qualifications, skills and experiences that we are looking for are:

• Qualified teacher status qualification or equivalent experience, or working towards qualified teacher status or equivalent.

• Experience of working with young people with learning difficulties, disabilities and special needs on a regular basis

• Experience of working with pupils with behaviours that challenge

• Experience relevant to the subject of the teaching post

• Ability to deliver educational activities in a manner which is stimulating, engaging, enjoyable and enthusiastic

• Ability to review and record skills in order to continually monitor and document student progress

• Adaptable and shows initiative

• High level of personal resilience

• High level of emotional and social intelligence

• Willingness to engage in continual Professional Development Opportunities to learn more about the Pedagogical intentions and methods within the school.

Why work at Willow Park School

● A calm, informal and collaborative environment that combines aspirational outcomes with realistic approaches for our learners

● A school that cares for all who are part of its community: our staff, our learners and their families

● An approachable leadership team that prioritises staff wellbeing

● We take staff development seriously – all our staff are supported in achieving professional qualifications

● A strong focus on a positive team ethos where everyone is made to feel valued and supported

● A commitment to a healthy work/life balance ensuring work does not need to be completed at home or on weekends

● Enabling teachers and tutors to focus on teaching and planning

● Opportunities to build personalised relationships with learners to enable them to progress academically, emotionally and socially

● Bonuses (including Ofsted)

Job details Salary: MPS-UPS + SEN Allowance +TLR available for appropriate applicant

Contract type: Term time only, permanent (with 6 months probationary period)

Reporting to: Directors

Start date: September 2024

To apply: Please send your completed application form and covering letter to [willowparkrugby@gmail.com](mailto:willowparkrugby@gmail.com) once sufficient applicants have been received we will short list candidates and make arrangements for the interview process.