



# Class Teacher

Executive Headteacher: Mr Jonathan Budd | Head of School: Mrs Lisa Munro

THE Woodlands SCHOOL | THE ASPIRE FEDERATION, MILTON KEYNES

Dear Applicant,

The positive impact you can have on a young person's life is likely to be the reason you became an educator. At The Woodlands School, that impact will be greater than you could have imagined. If you share our ethos and values and believe 'being unique should be celebrated' and want to achieve the best possible outcomes for our pupils, then we are the school for you.

The Woodlands School is an all age (Reception to Year 14) special school for pupils with Autism Spectrum Disorder or Social Communication Difficulties with associated learning difficulties, operating across 2 Campuses in Milton Keynes, soon to be 3.

Relationships with families are essential to the smooth and successful running of the school. We pride ourselves on a person centered education and this is only possible when views from all involved in the child or young adult's life are taken into account.

We have a large staff group in excess of 200 people and are committed to the professional development of all. Our school structure is designed to move the school forward, give people opportunities and offer support to each employee.

We are looking for an outstanding practitioner, who is dedicated to the welfare, safeguarding and achievement of every child; who wants to make a difference and knows the pathway that will allow pupils to do so.

If you have not worked in SEN before, but are enthusiastic and motivated to make the move, we will give you additional training and provide support.

If you would like to join an enthusiastic, friendly and hardworking team then we look forward to receiving your application

Visits to the school are encouraged. The Woodlands School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will require an enhanced DBS check. We are an equal opportunities employer.

To apply for this post, please email Hr at [HR@twsmk.co.uk](mailto:HR@twsmk.co.uk)

Kind regards

*Lisa Munro*

Lisa Munro

Head of School

## Our Ethos & Vision

### **'Where uniqueness is celebrated'**

The Woodlands is a community of people with different roles and responsibilities. Our ethos needs to be a 'living' set of principles that improve the experience for all involved in our community.

#### We Need To:

- Value and respect ourselves and all other members of our community as individuals with a unique contribution to make.
- Acknowledge and celebrate each others skills, experience and characteristics and accept each person as a 'whole'.
- Know that problems can be shared and to ask for support and help.
- Create an atmosphere where conflicts can be resolved with consideration.
- Take responsibility for our words and actions.
- Show courtesy and consideration to others.
- Enable pupils to gain greater independence and life skills, to equip them for the future.
- Acknowledge and celebrate the diversity of cultures, customs and ethnic origins within our community.
- Value working in partnership with parents.

## Job Description

### Duties

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

### Purpose

- To carry out professional duties and to have responsibility for an assigned class/tutor group.
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
- Manage Teaching Assistants in assigned class and when teaching other groups/classes.
- To promote the aims and objectives of the school and maintain its philosophy of education.

## Key Responsibilities and Requirements

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To lead, manage and develop Teaching Assistants in assigned classes.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To plan and prepare lessons in order to deliver the Curriculum at the appropriate level for the pupils and following school policies.
- To identify clear teaching objectives and learning outcomes, with appropriate challenges and high expectations.
- To organise and manage groups or individual pupils, ensuring differentiation of learning needs, reflecting all abilities.
- To share the corporate responsibility for the well-being and discipline of all pupils, safeguarding their health and safety.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To participate in meetings as required.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate e.g. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.

- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures / rules that apply to this role.

## **Performance Management**

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Methods of Assessment	Essential / Desirable	Application	Interview
<b>Qualification, Education and Training</b>			
Qualified teacher status	E	X	
Assessed as a good or outstanding teacher	E		X
Relevant specialist qualifications and experience	E	X	X
Experience in a subject specialism	E	X	X
Additional SEND qualifications & courses	D	X	
Evidence of continuing professional development	E	X	
<b>Experience and Knowledge</b>			
Thorough knowledge and understanding of SEN curriculum and assessment requirements	E	X	X
Evidence of commitment to the principles and policies of inclusion and equal opportunities	E		X
Secure knowledge and understanding of how to make effective personalised provision for all pupils	E	X	X
<b>Skills and Abilities</b>			
Ability to use assessment to raise standards of achievement	E	X	X
Ability to motivate pupils and colleagues to recognise and respond to the diverse needs of learners	E		X
Ability to work in and to lead a team	E		X
Ability to plan and implement learning for the class(es), groups and individuals	E		X
Develop and produce appropriate resources to both enable and improve pupils' access to lessons and enhance learning.	E		X
Managing the deployment and performance of support staff within the school	E		X
Ability to use ASD friendly approaches, e.g. TEACCH and SCERTS	D	X	X
Ability to manage the classroom, maintaining appropriate behaviour and delivering learning activities, using the Positive Behaviour Support approach.	E		X
<b>Valuable and behaviors</b>			
Ability to work as part of a wider school team	D	X	X
Great communication skills and the ability to take a team approach in a range of areas	E	X	X
A high level of professionalism and emotional resilience	E	X	X
Establish productive working relationships with pupils and promote inclusion and acceptance of all pupils.	E	X	X

## How to apply

To apply for this post, please email **hr@twsmk.co.uk** applications should be made via MyNewTerm.

We encourage applicants to visit the school and ask that you contact the school to arrange this.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

## References

Please note that it is our practice to take up references before shortlisting for an interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.