

Recruitment Pack



St. Crispin's
Excellence for all



Teacher of Learning Support



St. Crispin's School is part of The Circle Trust, company number 11031096,
registered at St. Crispin's School Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144



Teacher of Learning Support

St Crispin's School

Headteacher: Ginny Rhodes

NOR 1178, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

www.crispins.co.uk

Qualified Teacher, Learning Support – Induction and full training provided For September 2019

Term time only + INSET days. 13 weeks holiday/year

QTS (+ SEN) scale

We have an exciting opportunity for a qualified teacher with an interest in working with students with special educational needs. Join our friendly, supportive, forward-thinking and highly respected learning support team who excel in their work with our amazing young people.

Applicants should ideally have experience with young people who have SEND but full training will be given. We offer a six-week programme for all staff that are new to the school and ongoing training throughout the year.

St. Crispin's School is a very happy and oversubscribed 11-18 mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both our students and staff. Standards within the school are high and St. Crispin's is a lovely and positive place to work. Our school has a great many strengths, is far from complacent and has the potential to do even better.

**Further details and an application form are available either from www.crispins.co.uk/vacancies
Alternatively, from Mel Knight on 0118 978 1144 (email: knightm@crispins.co.uk)**

Visits to the school are warmly welcomed!

Closing date: 9am Monday 15th July

Interviews: Wednesday 17th July

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.





Job Description

Salary QTS scale (+SEN)

Aim and main purpose of the job

Knowledge

- To demonstrate subject competence and keep up-to-date his/her knowledge of the National Curriculum 11-16 year olds; and where relevant to the post, other examination courses at KS4 and Post 16.
- To attend continuous professional development activities when required to update his/her knowledge of the National Curriculum, syllabus changes and national initiatives which impinge directly on teaching, pastoral or other responsibilities.
- To keep informed about the key priorities identified in the School Improvement Plan, Learning Support Department development plans and his/her responsibilities agreed upon within in.

Planning Teaching and Classroom Management

- To teach pupils that have barriers to learning due to Special Educational Needs (SEND) (including ASD and low cognitive ability) in small group and 1:1 settings as agreed with the Headteacher and Head of Department.
- To plan and deliver lessons that follow the KS3 curriculum and/or deliver intervention sessions to fill gaps in pupil's knowledge and understanding that are residual following KS2 in line with departmental teaching and learning policy.
- To plan and deliver Entry Level courses to KS4 pupils as part of an alternative curriculum for low ability pupils.
- To plan and deliver Life and Social Skills sessions for pupils with ASD KS2 in line with departmental teaching and learning policy.
- To plan lessons carefully with specific learning objectives and with special regard to prior attainment data, gender and race, fluency in English, DSEN (including IEPs).
- Use a variety of approaches that identify, build up and develop pupil learning styles, and the ability to learn independently.
- To set clear targets for pupil improvement and monitor progress towards these.
- To set appropriate homework in line with school and departmental policies.
- To establish and maintain good standards of pupil behaviour in the classroom by implementing consistently and fairly the School Behaviour Policy.

Monitoring, Assessment, Recording and Reporting

- To assess how well learning objectives have been achieved and use this assessment to improve aspects of teaching.
- To develop the expertise to be able to recognise the level at which a pupil is achieving, and make accurate and valid assessments using school and departmental policies and procedures.
- To mark work on a regular basis in line with school and departmental policies and guidelines.
- To make careful records of attendance and pupil progress following the departmental guidelines; mark books and pupil work should be available for scrutiny as required from time to time.

Other Professional Responsibilities

- To contribute to other work of the Learning Support Department such as SEND surgeries and observations of pupils in mainstream to provide support and advice for colleagues.
- To update classroom support plans for young people.
- To contribute to the extra-curriculum timetable of activities provided by the Learning Support Department
- To undertake supervisory duties before school, at break or after school as required.
- To attend department meetings as required.
- To contribute to the work of the department.
- To support colleagues in maintaining the school's behaviour policy.
- To maintain appropriate standards of professional appearance and conduct.
- To raise issues of concern with his/her line manager or with the appropriate member of SLT.
- To maintain the Professional Standards for teachers.
- To follow the school performance management system.
- To keep up to date on relevant training.
- The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
- To carry out tasks as reasonably required by the Headteacher.

Details of Line Management

This post is line managed by the SENCO

Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.



Learning Support Department Information

Thank you for your interest in joining the Learning Support Department at St. Crispin's.

St Crispin's School is committed to inclusion. We work closely with our primary feeder schools so that we have a clear understanding of the individual barriers to learning that the young people joining us have. This enables us to offer the best possible support for students transitioning to us. We recognise the importance of early intervention and the Learning Support team works closely with every department to ensure the needs of all students are met. The work that we do, therefore, impacts on every department in the school and across all key stages.

The Learning Support Department is an enthusiastic, forward-thinking and flexible team who are committed to raising standards and supporting a wide range of pupil needs. I encourage my staff to develop their skills in areas of particular interest and allow them to grow in their roles. We offer a comprehensive training programme both at the time of you joining us and on an ongoing basis throughout each year. We are also dedicated to ensuring that staff wellbeing remains high on the agenda.

The range of special educational needs and disabilities (SEND) that we support at St. Crispin's is vast and comes from all four areas of need outlined in the Code of Practice for SEND. There are currently over 50 pupils with a diagnosis of ASD, our largest area of SEND within the school. Nearly 50 students have an Education, Health and Care Plan/Statement of Special Educational Need and a further 90 are on our SEN register.

Our specialist resource for young people with autistic syndrome disorder (ASD) opened in September 2017. This has added another important element to our work with young people with SEND. The Oaks currently has five students in Year 7 and in Year 8 and they have the resource area as their base. We welcome a further five students in September and hope that, with our support, they will have a successful time at St. Crispin's and be prepared for the next stage of their education, whether that is here in our Sixth Form, in apprenticeships or at local colleges.

To help them develop holistically we have dedicated time in The Oaks for Life Skills and Social Skills, using the AET Progression Framework to record non-academic areas of development for each pupil. Each young person has a key worker that communicates regularly with parents and is the go to person for their child. They also take responsibility for any Occupational Therapy or Speech and Language needs that their key child might have and support Personal Study if the pupil wishes to stay in school to complete it.

We also deliver a curriculum for pupils that enter the school working significantly below the level of their peers. Bridge aims to teach pupils the KS3 curriculum in English and maths in a small group setting with teaching methods that are well suited to the specific needs of these young people. Through the withdrawal of pupils from mainstream MFL, we acquire the time to fill the gaps left from KS2 and help these pupils to close the gap between them and their peers. In some cases we have pupils on bespoke curriculums where a qualified teacher is needed to work on a 1:1 or very small group basis.

The successful candidate will have the opportunity to work across the whole of Learning Support, in The Oaks, Bridge and intervention groups. In addition, there will be opportunities to support the work of the SENCO and Deputy SENCO in supporting pupils and teaching staff in the whole school community. As a result, this role will be very varied.

In joining the Learning Support Department you would find yourself surrounded by other staff who are professional, supportive and enthusiastic about their work. Every day brings challenge, job satisfaction, and laughter. You are very welcome to visit the school should you like to see the department first hand before you make an application, which I hope that you will go on to do.

A handwritten signature in blue ink that reads "Rebekah Brumby".

Rebekah Brumby
SENCO & Head of Department

Policy Statement

St Crispin's School is an Academy school within The Circle Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership ("NCTL") Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities' monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Academy to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact: Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS briaultd@crispins.co.uk

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS briaultd@crispins.co.uk.

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact The Circle Trust Data Protection Officer.
Mr A Hinchliff, c/o St Crispin's School, London Road, Wokingham, Berkshire. RG40 1SF andy@thecircletrust.co.uk