



Grove House School

Candidate Information Pack

SEN ICT Teacher

Ability to teach ICT to GCSE or similar essential

Supporting Excellence

admin@grovehouse.essex.sch.uk | grovehouseschool.co.uk

Headteacher's Letter

Grove House School

Sawyers Hall Lane, Brentwood, Essex, CM15 9DA

Headteacher: Miss L Christodoulides, BA Hons

Telephone: 01277 361498

Email: admin@grovehouse.essex.sch.uk



Dear Applicant

Thank you for your interest in Grove House School. I would like to take this opportunity to tell you a little more about us. We are a growing special school that opened in September 2015. We currently have just over 100 pupils on roll across years 4-12. Our school will ultimately cover the 8-19 age range. All of our pupils have an EHCP and have come to us from mainstream settings and alternative provision. Our pupils' priority needs will be around speech, language and communication although many will have associated difficulties such as attention management issues, moderate learning difficulties and social and emotional needs.

Currently we have 8 form groups - two KS2, four KS3 and two KS4. Classes are ideally in groups of 12 pupils. Each class is supported with at least 2 Learning Support Assistants who stay with the class group across all lessons. Our teaching and therapy staff work together in the classroom throughout the school day and have allocated joint planning time.

We are a very friendly, supportive and welcoming staff. Our staff team is growing rapidly as our pupil numbers increase. Our curriculum, whilst based on the national curriculum, is continually reviewed and ever changing as we look to meet the wide variety of individual pupil needs within each class group. Whilst this may have its challenges it also is extremely rewarding in that our staff have the flexibility to be creative and innovative in the development and delivery of the curriculum.

This is such an exciting time for us – every aspect of our new school is evolving at a rapid rate. The chance to be a part of this continued growth phase in our provision is a rare opportunity. I do urge you to come and visit, look around our site and meet the pupils and our staff team.

We have a highly skilled and dedicated board of governors, some of whom were the proposers of the free school. They have supported us way beyond expectations and continue to be a valuable asset to the school.

I very much hope the post is of interest to you – please do contact us for further discussion and to arrange a visit.

Kind regards

Lisa Christodoulides

Our School Site

Our school site has undergone huge change. We started in September 2015 in a refurbished small block with 4 classrooms for our opening year.

We now have a main large building that has specialist therapy rooms, sensory room, specialist art, music and ICT rooms, a large hall with stage and a gymnasium, in addition to a number of non-specialist classrooms.

We have a new build on the site which we are currently using as our growing primary base.



In Spring 2018 we refurbished our Technology block to provide dedicated facilities for Science, Design and Technology and Food Technology.



SEAX Trust

Grove House is part of the SEAX Trust

Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

Provide outstanding educational experiences for children and young people with special educational needs and put the well-being and achievement of pupils at the heart of all decision making

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

We offer a clear and competitive **pay policy** and **progression route**

Holiday pay and **salary** which is paid *evenly* across the year for our support staff, Teachers and Local Government **Pension Scheme** facilities

Progress with us ...

A focus to provide high quality **professional development** opportunities for all staff

An extensive range of **in-house training** opportunities

Experienced and **dedicated practitioners** who are keen to help you learn

A range of exciting internal **career opportunities**

Be inspired by us ...

Challenging roles and **recognition** of achievement

A **motivational** strategy towards both education and business

Staff **involvement** in wider decision-making

Be reassured by us ...

A strategic aim to ensure a **fair work/life balance**

A **highly supportive** organisational culture

A firm commitment to the strengths of **equality and diversity**

A sense of **cohesion and belonging**

A policy to raise **matters of concern**



Key Information

Please read this information carefully and retain this sheet for reference during the application process.

Application process

Applicants must complete the SEAX Trust Application Form which can be downloaded from www.grovehouseschool.co.uk or www.essexschoolsjobs.co.uk and submit it to the school (k.peters@grovehouse.essex.sch.uk) no later than **Midnight** on the closing date of **Sunday 23rd February**. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.



Selection process

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to a face to face interview with the selection panel.

There may also be a skills test or practical assessment.

Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

Shortlisted candidates

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

Referees

Referees will be contacted **prior to the interview date** to request references on all shortlisted candidates.

The school may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.

Interview date

Interviews will be held at **Grove House School on Wednesday 26th February**. Please note the school does not reimburse candidates for interview expenses.

Further information and school visits

Applicants who require further information or would like to visit the school or college should contact Kate Peters, 01277 361498 or k.peters@grovehouse.essex.sch.uk

Key Information



Teacher of ICT at Grove House School – to teach up to Functional Skills Level 2

(with additional teaching responsibilities depending on candidate's areas of strength)

Applications welcome from primary, secondary, special school and mainstream colleagues.

Prior experience of working with children who have special educational needs desirable but not essential as full training is available.

Main Pay Range /Upper Pay Range + 1 SEN Point in Accordance with School Teachers' Pay & Conditions Document. A TLR2 is available to lead ICT across the school depending on skills and experience.

Grove House is a special school for pupils aged 8-19 with speech, language and communication needs. We wish to appoint an energetic, outstanding, qualified teacher, who is committed to the vision and ethos of our **growing** academy.

The role includes:

- Responsibility for a form group (Secondary)
- Engagement with parents and carers including Education, Health and Care Plan (EHCP) meetings
- Teaching and co-ordinating ICT across KS3-4, with experience/ability to teach to GCSE/other accreditations
- Some additional teaching depending on areas of strength

We offer:

- A busy and innovative learning environment
- A highly supportive and friendly team of staff
- Opportunities for professional development – academy and trust wide
- Parents, Governors and staff who work hard together in the interests of all pupils
- New and recently refurbished buildings

We expect everyone to lead by example and demonstrate:

- Commitment
- Energy and enthusiasm
- Enjoyment and fun
- Hard work
- Involvement in the life of the School

Staff Well-being Cover

Grove House offer extensive Staff Wellbeing and Medical Insurance Cover which includes physiotherapy, weight management and nurse support services.

Job Description



Reports to: Headteacher and Local Academy Committee

Role

“Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interest of their pupils.” *Teachers’ Standards September 2012.*

Purpose of Job:

To assist in maintaining and developing the school, providing the highest standard of teaching and learning for all pupils.

Main duties and responsibilities:

- To play a full part in the life of the school promoting and modelling our ethos of respect and equality.
- To promote excellence and enjoyment in the classroom and all aspects of school life.
- To demonstrate commitment to safeguarding and actively promote the well-being of children and young people.

Set high expectations which inspire, motivate and challenge pupils.

Plan and teach well-structured lessons.

- To plan, prepare and deliver motivating lessons in accordance with school Teaching and Learning policy and Curriculum offer.
- To create a positive, stimulating and innovative environment for learning. Maintain a well organised classroom with appropriate displays, resource areas and materials.

Manage behaviour effectively to ensure a good and safe learning environment.

- To effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between pupils and all members of the school community.
- To plan and implement a curriculum to meet individual learning, personal and social needs.

Promote good progress and outcomes by pupils.

Adapt teaching to respond to the strengths and needs of all pupils.

Make accurate and productive use of assessment.

- To develop effective ways of overcoming barriers to learning and sustain effective teaching through the assessment for learning.
- To assess record and report on the development, progress and attainment achieved by pupils in accordance with the school's assessment, monitoring and evaluation procedures.
- To complete the Annual Report, Annual Review for individual pupils ensuring that they are accurate and accessible to all parties.
- To ensure that all meetings with parent/carers – Annual & interim Reviews, Open Evenings are supportive and focussed on the needs of the child.
- To actively promote and facilitate communication with parent/carers and their involvement in teaching and learning through a shared school/home approach.

Demonstrate good subject knowledge and curriculum knowledge.**Fulfil wider professional responsibilities.**

- To actively engage in the professional development programme, monitor and assess own performance and take a proactive approach to professional development.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To work with support staff and other teachers in the classroom to effectively plan for a range of needs and be supportive of and sensitive to the needs of other colleagues.
- To encourage interaction and teamwork within the school, share ideas and new initiatives and identify new ways of teaching the curriculum. When required, take a leading role in an area of school development.
- To advise other staff, including NQTs and students on teaching practice, and to assist with professional development for staff and governors when required to do so.

Other responsibilities

- To assist the school by taking an area of responsibility within the school as agreed with the Head Teacher, depending on the strengths/interests of the teacher and the present needs of the school
- To comply with school policies and procedures and complete risk assessments as appropriate.

The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the Classroom Teacher and the Governing Body.

Personal and Professional Conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct thorough out a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Teachers' Standards 2012.

TLR 2

To carry out the duties of a Class Teacher, as set out in the Class Teacher Job Description.

Key Responsibilities:

- To ensure that high standards are maintained and to continue to improve the quality of teaching and learning and outcomes for all pupils
- To actively promote the positive ethos and culture of the School and demonstrate excellent classroom practice
- To demonstrate excellent communication and organisational skills in leading Teaching and to support staff in the Phase Group

As Team Leader you will:

- Be accountable for the strategic leadership and management of the Phase, including responsibility for objectives within the Academy and School Improvement Plans
- Be accountable for securing the highest standards of achievement across the Phase Group, through a process of effective monitoring, evaluation, reporting and review of learning, progress and pupil outcomes
- Make effective use of, and analyse, relevant assessment information to set targets for improvement in ICT across the school
- Keep up to date with current trends, initiatives and research
- Liaise regularly with the School Leadership Team and other Phase Leaders to ensure progression and continuity, reporting outcomes of Phase Meetings
- Prepare reports, evaluation of strategies and data analysis for School Leadership Team and Governors
- Ensure the long-term Curriculum Map across the school is broad and balanced, with subject areas that will excite pupils and which are relevant to their learning needs. This includes organisation of: curriculum summaries, observation, work scrutiny, annual reports, organisation of assemblies, performances, curriculum activities, trips etc
- Support staff in managing pupil behaviours and liaison with parents
- Organise and deploy staff, including absence and cover arrangements, timetabling to ensure efficient use of time, staff and resources
- Work with the School Leadership Team to develop and contribute to the CPD Programme

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