



THRIFTWOOD SCHOOL AND COLLEGE
CLASS TUTOR
With an interest in teaching English
COLLEGE ROLE - APPLICATION PACK



**Thriftwood School and College
is part of SEAX Trust**



LETTER FROM THE HEADTEACHER THRIFTWOOD COLLEGE

Thriftwood College

Fox Crescent, Chelmsford, CM1 2BN

Headteacher: **Mrs Elizabeth Smart**

Telephone: 01245 226779

Email: gemmabaker@thriftwoodschoo.com

Dear Applicant

Thank you for your interest in Thriftwood College. I would like to take this opportunity to tell you a little more about us.

Thriftwood offers high quality provision to learners with a range of learning needs from 5-19. The School (5-13 years) and College (14-19 years) are situated on two distinct sites in Chelmsford. We aim to offer our students a continuing education which is individualised and appropriately matched to their learning needs. We wish to enable young people to develop the confidence and skills they need to move on to the next phase of their lives, whether it is to further education and training, employment or to work towards a happy, healthy life, with as much independence as possible. Thriftwood has recently achieved an **Outstanding** Ofsted Inspection outcome and recognises the importance of attracting the right people into all roles to sustain excellence.

We have an exciting new opening for an enthusiastic and motivated Class Tutor to work with students aged 14-19 on the College site. This is a unique opportunity for the successful candidate to be part of an innovative, inspiring learning environment with high expectations of students and staff.

We are keen to hear from applicants who share our ethos and values regarding our learners. We offer training and support and would be interested to receive applications from all those with interest and commitment.

Thriftwood is proud to be an equal opportunities employer.

We look forward to hearing from you in the near future.

All good wishes

Mrs Elizabeth Smart M.Ed

**Headteacher
Thriftwood College**



Thriftwood College

This sheet sets out the key information for any candidates applying for the post of Learning Mentor to be based at Thriftwood College.

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 and submit it to the school no later than **12 noon** on the closing date of **Monday 3rd June 2019**. 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.

The college will only contact shortlisted applicants and therefore if you have not received any communication from the college by this date your application has not been successful on this occasion.

Referees

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

The college 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 **Thriftwood College on Wednesday 12th June**. Please note the college does not reimburse candidates for interview expenses.

Further information and college visits

Applicants who require further information or would like to visit the college should contact Gemma Baker on 01245 262779.



Thriftwood College

Class Tutor **With an interest in teaching** **English**

Job Description & Person Specification

Job Title:	Class Tutor with an interest in teaching English
Grade:	Main Scale
Based at:	Thriftwood School & College (Thriftwood College Post)
Reports to:	Headteacher, Deputy Headteacher
Liaison with:	Headteacher, Deputy Head, Class Teachers/Tutors, support staff, students, parents & carers

The SEAX Vision

“The Trust academies, within the community of Essex, will:

Provide outstanding educational experiences for children and young people with special educational needs

Put the well-being and achievement of students at the heart of all decision making”

The overriding expectation is that employees and those engaged to work in the Trust will adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, students or students, the public in general and all those with whom they work or come into contact within the course of their employment or engagement by the individual academy.



Job Description: Class Tutor

Class Tutor - Duties

Role
<p>“Teachers make the education of their students 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 students.”</p> <p><i>Teachers’ Standards September 2012</i></p>
Purpose of Job
<ul style="list-style-type: none">• To assist in maintaining and developing the College as ‘outstanding’, providing the highest standard of teaching and learning for all students. Support the Leadership Team (LT) to secure an excellent curriculum and assessment strategy providing a high quality education system that achieves high standards for students;• Undertake all aspects of a Class Teacher’s responsibilities as shown in the Teacher Standards and to have a particular interest in teaching English• Support the LT to track, monitor and evaluate the curriculum and assessments across the College and implement quality assurance procedures;• Use data analysis to inform development planning that improves student progress and attainment across the College;• Provide data analysis for students, parents, teachers and senior team members that directly impacts on the quality of provision and teaching;
Main Duties & Responsibilities
<ul style="list-style-type: none">• To play a full part in the life of the College, promoting and modelling our ethos of respect and equality;• To assist in the planning and delivery of English across the College• To promote excellence and enjoyment in the classroom and all aspects of College life;• To demonstrate commitment to safeguarding and actively promote the well-being of children and young people;• To plan, prepare and deliver motivating lessons in accordance with College Teaching and Learning policy and Curriculum offer;



Thriftwood College

- To create a positive, stimulating and innovative environment for learning and maintain a well organised classroom with appropriate displays, resource areas and materials;
- To effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between students and all members of the College community;
- To plan and implement a curriculum to meet individual learning, personal and social needs;
- 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 students in accordance with the College's assessment, monitoring and evaluation procedures;
- To complete an Education Health & Care Plan and College Report for individual students, ensuring that they are accurate and assessable to all parties;
- To ensure that all meetings with parents/carers (EHCP, Annual & Interim Reviews, Open Evenings etc.) are supportive and focused on the needs of the child;
- To actively promote and facilitate communication with parents/carers and their involvement in teaching and learning through a shared School/Home approach;
- 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 College, share ideas and new initiatives and identify new ways of teaching the curriculum. When required, take a leading role in an area of College development;
- To advise other staff, including NQTs and students on teaching practice and to assist with professional development for staff and LAC members when required to do so.

The duties and responsibilities of this post may vary from time to time according to the changing needs of the College. 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 Local Academy Committee.

Other Responsibilities

- To comply with College policies and procedures and complete risk assessments as appropriate;
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace;



Thriftwood College

- To ensure that all duties and services provided are in accordance with the SEAX Trust's Single Equality Policy.

The SEAX Trust and Local Academy Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Personal & 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 throughout 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 students 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 students' 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 students' vulnerability or which 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 September 2012



Thriftwood College

Thriftwood Characteristics of Professional Excellence

- | | |
|--------------|---------------|
| • Respectful | • Dedicated |
| • Objective | • Responsible |
| • Judgement | • Accountable |
| • Discretion | • Flexibility |
| • Diplomacy | • Integrity |
| • Listening | • Quality |
| • Valuing | • Reflective |
| • Skilled | • Developing |
| • Reliable | |

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.



Person Specification: Class Tutor

KNOWLEDGE & QUALIFICATIONS

Essential

- Qualified Teacher Status.
- Degree or equivalent.
- An extensive knowledge of differentiation for learners with special educational needs.
- An interest in teaching English to a range of learners from Entry Level to GCSE

Desirable

- Experience of working with assessment tools i.e. EXCEL
- Evidence of further study.
- Knowledge and experience of specialist programmes and approaches for children/young people with Special Educational Needs (SEN)
- Ability to communicate complex ideas to colleagues

PROFESSIONAL SKILLS & EXPERIENCE

Essential

- Successful experience of teaching learners with special educational needs.
- Experience of supporting and coaching others.
- A strong record of accomplishment of working with parents/cares.
- A proven ability to work with a wide range of professionals.
- A record of accomplishment of delivering outstanding lessons.
- The ability to maintain a work/life balance and awareness of own wellbeing.
- An understanding of how to use data effectively to track and monitor progress and show impact of actions.
- The ability and presence to communicate effectively in a range of situations.

Desirable

- Leading role in the development and implementation of assessment processes

PERSONAL SKILLS, QUALITIES & ATTRIBUTES

Essential

- Good organisational skills/ ability to meet deadlines
- Passionate about the education of pupils who have SEN.



Thriftwood College

- Confidence and excellent interpersonal skills.
- A sense of humour and perspective.
- Excellent attendance and punctuality.
- Enthusiasm, stamina, energy and drive.
- Flexible and approachable.
- Committed to promoting equal opportunities.
- The ability to be reflective and self-critical.
- Strong organisation and time management skills.

Desirable

- The ability to work as part of a team.
- The ability to enthuse and inspire others.
- Approachable, able to develop and maintain positive, professional relationships with others.
- High expectations of self, other staff and learners.
- Commitment to the boarder life of the College.
- Good I.T. skills.



Thriftwood College

APPLICATION AND RECRUITMENT PROCEDURE

Candidates should download and complete the application form available from:

www.thriftwoodschool.com

www.essexschoolsjobs.co.uk

Required: 2nd September 2019

Closing Date: Monday 3rd June 2019 (Midday)

Interview: Wednesday 12th June 2019

Salary and Band:

Salary Range: Main Pay Range + 1 SEN Point in accordance with School Teachers' Pay & Conditions Document.

Applications should be addressed to -

Gemma Baker
Thriftwood College
Fox Crescent
Chelmsford
CM1 2BN
Phone: 01245 262779

Email: gemmabaker@thriftwoodschool.com





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**
- **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**

Ask us ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Kate Stannard, Director of HR for SEAX Trust**

Email: jobs@seaxtrust.com Telephone: 01245 262779

We look forward to hearing from you soon.