

# Philip Southcote School

Learning for Life



## Southcote Centre Teacher

## @ Chertsey High School

MPR/UPR plus SEN Allowance (London Fringe)

### CANDIDATE INFORMATION PACK



*Philip Southcote School is committed to safeguarding children and promoting the welfare of children and young people / vulnerable adults and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.*

*This post is subject to an Enhanced DBS check. 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.*

*CVs will not be accepted.*

## Southcote Centre Teacher @ Chertsey High School

Philip Southcote School is a progressive and inclusive values-based establishment. This is a very exciting time for us as our school is expanding not only on our main site, but a new off-site 6<sup>th</sup> Form and 2 new Satellite Centres for September 2021.

The vision for our Southcote Centres is to offer SEND pupils a combination of specialist teaching, therapies and interventions from the Philip Southcote team alongside opportunities for pupils to thrive in mainstream classes where this is beneficial and appropriate for them.

This is a new joint venture for Surrey, Philip Southcote School and the Bourne Education Trust, and one which has been described as “transformational” and “ground-breaking”.

If you are an outstanding teacher, passionate about inclusion and excited to work with our Assistant Headteacher to create an amazing SEND Centre then we would be delighted to hear from you.

**This post would suit an aspirational KS2, KS3 or KS4 specialist with a passion for working with pupils with SEND.**

### Philip Southcote School offers the opportunity to work:

- In a Centre that is passionate about achievement for all pupils.
- With fantastic pupils who enjoy a dynamic and engaging curriculum.
- Within a diligent team of excellent teachers who have a wealth of expertise and experience.
- With a strong induction programme tailored to your experience and needs.
- Working collaboratively within a very supportive environment where professional development is an essential aspect of our daily practice.
- The opportunity to develop your career.
- Committed to creating outstanding pupil experiences learning for all.

### The ideal candidate will: -

- Be an inspirational teacher looking to develop the curriculum.
- Be able to create bespoke packages, that sometimes require a creative approach, to meet the independent needs of learners.
- Be a person who thrives in a fun, yet challenging environment.
- Be an outstanding classroom teacher with high expectations of learning and behaviour.
- Have a proven track record in raising standards and a good understanding of school improvement.
- Have a passion for building strong relationships with young people through restorative working.
- Be someone who is resilient and approachable.
- Be a good communicator who is able to inspire and motivate pupils but also who can remain calm under pressure and have a sense of humour.

If you feel that you have the energy, passion, resilience and drive to be part of making Philip Southcote School outstanding, we would love to have you on our team. The pupils, staff and Governors warmly invite you to visit us and see the ‘Southcote Community’ in action. We are sure you will experience our friendly, relaxed atmosphere and get a taste of how rewarding your work will be.

Please contact Mel Sullivan on 01932 562326 or go to <http://www.philipsouthcoteschool.co.uk/> for more information about the school. **The deadline for applications is midday 19<sup>th</sup> April 2021.**

To apply, please visit our website <http://www.philipsouthcoteschool.co.uk/vacancies/> where you will find the job description and application form. Completed Application Forms should be emailed to [m.sullivan@philip-southcote.surrey.sch.uk](mailto:m.sullivan@philip-southcote.surrey.sch.uk) addressed FAO the Headteacher.

## Job Description

In addition to the responsibilities of class teacher as set out in the school teachers' pay and conditions document, you will also undertake the following duties and responsibilities.

<b>Shaping the future</b>
<ul style="list-style-type: none"><li>• Contribute to the Southcote Centre vision.</li><li>• Lead and collaborate with colleagues to deliver the Centre's improvement agenda.</li><li>• Termly Centre evaluation to inform planning and development.</li></ul>
<b>Leading teaching and learning</b>
<ul style="list-style-type: none"><li>• Half termly evaluation of pupil targets to inform intervention.</li><li>• Actively monitor pupil progress and lead/support intervention strategies.</li><li>• Liaise with relevant colleagues to develop an innovative, cost effective &amp; sustainable curriculum.</li><li>• Lead the development of appropriate teaching and learning strategies.</li><li>• Lead the development of relevant, creative and innovative learning resources for the curriculum.</li></ul>
<b>Developing self and working with others</b>
<ul style="list-style-type: none"><li>• Build and maintain an effective teaching team (including Support Staff).</li><li>• Work collaboratively to secure high quality teaching across the Centre.</li><li>• Manage under-performance in conjunction with appropriate staff.</li><li>• Support, deliver and identify Learning &amp; Development opportunities and needs for the Centre.</li><li>• Attend (and, where appropriate, lead) internal and external meetings as appropriate.</li><li>• Liaise with relevant staff to manage cover work for absent colleagues.</li></ul>
<b>Managing the organisation</b>
<ul style="list-style-type: none"><li>• Liaise with appropriate staff to maintain accreditation with the relevant exam and validating bodies.</li><li>• Ensure the Centre is aware of school policies and that they implement them appropriately.</li><li>• Ensure that the Centre environment is vibrant, well organised and attractive.</li><li>• Establish and maintain cross-curricular links.</li><li>• Contribute to liaison with other organisations relevant to the curriculum area</li></ul>
<b>Securing accountability</b>
<ul style="list-style-type: none"><li>• Performance manage staff.</li><li>• Implement school policies, inc. health and safety, equal opportunities and report any problems.</li></ul>
<b>Strengthening community</b>
<ul style="list-style-type: none"><li>• Build a culture that develops the community and school's rich diversity.</li><li>• Promote good communication with key stakeholders to support pupil achievement in accordance with the school vision.</li></ul>
<b>Learning and Development</b>
<ul style="list-style-type: none"><li>• Contribute to planning and the delivery of training to promote inclusive practices for class teachers and support staff.</li><li>• Contribute to the development and production of specialist resources.</li><li>• Maintain professional awareness of current research and thinking on good practice in the education of children with Learning and Additional Needs.</li><li>• Maintain a professional awareness of the published resources available for use with pupils.</li></ul>
<b>All school staff are expected to:-</b>
<ul style="list-style-type: none"><li>• Work towards and support the school vision and current school objectives as outlined in the School Development Plan.</li><li>• Support and contribute to the school's responsibility for safeguarding students.</li><li>• Work within the school's Health &amp; Safety policy to ensure a safe working environment for staff, students and visitors.</li><li>• Work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.</li><li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li><li>• Engage actively in the performance review process.</li><li>• Undertake other reasonable duties related to the job purpose required from time to time.</li></ul>



# How To Apply

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel may not shortlist you. If you require clarification or have any questions regarding the application process, please contact Mel Sullivan on 01932 562326 or [m.sullivan@philip-southcote.surrey.sch.uk](mailto:m.sullivan@philip-southcote.surrey.sch.uk)

## Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Please note that CVs will not be accepted.

## Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please send these documents to the Headteacher to arrive by the closing date **midday 19<sup>th</sup> April 2021**.

## Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone and by email. If you have not heard from us within two weeks of the closing date you should assume that you have not been shortlisted for interview.

## Interviews

Interviews will be held at Philip Southcote School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving license or identity card.

## References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until Philip Southcote School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

## Disabled applicants

The Philip Southcote School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview, please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

## Medical Checks

As part of the pre-employment checks that are undertaken for this role, you will be asked to complete a Pre-Employment Medical Questionnaire. The questionnaire is confidential, and is screened by our Occupational Health Department, who will ensure that you are medically fit for this role before being formally offered the position.