Recruitment Pack March 2019

A primary and nursery school for children aged 3 to 11. Aiming for excellence in the education and development of young children from the Forest Hill and Sydenham areas.

Special Needs Teacher

Kelvin Grove
London
SE26 6BB
020 8699 6300
E: admin@kelvingrove.lewisham.sch.uk
W: www.kelvingrove.lewisham.sch.uk
Monday 1st April 2019

Dear Applicant,

Re: Special Needs Teacher Vacancy

Thank you for your interest in the above vacancy. We seek to recruit a strong practitioner to work full time in our ASD resource provision from September 2019. Kelvin Grove is a popular, oversubscribed school in Sydenham. We are a highly inclusive school community that develops pupils with a real love of learning. Standards are improving year on year and we have reputation for excellence in Music, Sport and diverse extra-curricular activities. Children in our resource provision are successfully included in mainstream lessons and activities depending on their abilities. In addition we offer opportunities for mainstream children to join activities in the ASD base. If you are looking to develop your career in SEND, we would also like to hear from you. We are seeking an experienced teacher with either a Special Educational Needs background or mainstream background with a desire to develop their career in SEND.

We can offer you:
- Expert consultant leadership to continue to develop your practice;
- Resilient and hard-working pupils who have a desire to learn and succeed;
- High quality Teaching Assistants in all classes;
- A Leadership team that supports staff well-being.

You must offer us:
- Proven experience of raising attainment and supporting the personal development of autistic pupils;
- A strong commitment to improving young people’s life opportunities;
- A desire to work effectively as part of a team and uphold the highest standards of teaching and learning.
- The willingness to work in an inclusive and rewarding context;
- The flexibility to take on challenges, inspire and motivate others.

For further information, please download the recruitment pack and application form through the link below: http://www.kelvingrove.lewisham.sch.uk/Vacancies

The closing date for the above vacancy is Monday 29th April 2019 and your completed application must be emailed to Suzanne Deadman (School Business Manager) on: recruitment@kelvingrove.lewisham.sch.uk by 12 noon. Interviews will take place week commencing Monday 6th May 2019.

For further information or to arrange a visit, please contact me on 020 8699 6300 or headteacher@kelvingrove.lewisham.sch.uk. We look forward to receiving you completed application form.

Yours faithfully

Ian Hyde
Headteacher
JOB DESCRIPTION

Designation: Main Scale Teacher

Reports to: Headteacher/Resource Base Lead Teacher

Grade: MPG

MAIN PURPOSE OF THE JOB:

- To be a class-teacher for children in the ASD Resources Base
- To help to co-ordinate the inclusion of Resource Base learners into lessons within the main school as appropriate.
- To assist in the daily running of the Resource Base in consultation with the Resource Base Manager.
- To support the Resource Base Manager in the training of staff to ensure an understanding of ASD including strategies for addressing behaviour, communication and interaction difficulties.

SUMMARY OF RESPONSIBILITIES AND DUTIES:

- To be accountable to the Resource Base Manager/Inclusion Manager in line with school policy through the annual performance management cycle.
- To work as a member of a team to contribute positively to effective working relations within the school and to ensure the planning and delivery of an appropriate inclusive curriculum.
- To extend knowledge and understanding of ASD and the approaches that enable learners to access a broad and balanced curriculum.
- To ensure all autistic learners have equal access to the curriculum to fulfill their potential.
- To liaise with other adults and outside agencies and help to co-ordinate their work with learners.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual children and groups of children.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as required.
- To participate in annual reviews.

JOB CONTENT

Strategic Duties

- To help develop and promote the aims of the school and the agreed policies.
- To be aware of Equality issues, and promote Equal Opportunities throughout the school.
- To contribute to the whole school’s planning activities.
- To contribute to the School Improvement Plan.
- To support the school in meeting its legal requirements for collective worship.

Teaching

- To teach children according to their educational need, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
- To plan and implement a programme of work for the ASD learners, setting targets for individual pupils that address their communication and interaction needs.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual children and groups of children.
- To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of pupils.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for pupils which meets internal and external quality standards.
- To prepare and update materials.
To use a variety of delivery methods including multi-sensory teaching methods to stimulate learning, appropriate to the needs and demands of the learners.

To be expert at managing challenging behaviour, at the same time setting appropriate boundaries and seeing the potential in all pupils.

To encourage good practice with regard to punctuality, standards of work and homework.

To undertake assessment of pupils as requested by external bodies and school procedures.

To mark and give written/diagnostic feedback as required.

To organise work spaces as a member of a team.

To ensure effective and efficient deployment of classroom support.

To work as a member of a team and to contribute positively to effective working relations within the school.

Pastoral

To be a class teacher to a group of ASD pupils.

To promote the general progress and well being of individual pupils and to the class as a whole.

To contribute to the preparation of progress files and other reports.

To accompany pupils to assemblies as appropriate, encourage their full attendance at school and their participation in other aspects of school life.

To evaluate and monitor the progress of pupils and keep up to date pupil records as may be required.

To contribute to the preparation of Action Plans, IEPs progress files and other reports.

To be aware of Child Protection issues and alert appropriate staff to problems experienced by pupils.

To communicate, as appropriate, with the parents/carers of ASD pupils and with external agencies concerned with the welfare of individual pupils, after consultation with appropriate staff.

To take part in Parents’ Evenings.

To contribute to PSHCE and citizenship according to school policy.

To apply the behaviour management systems so that effective learning can take place.

Provide support for individual children within a whole school approach to positive handling and revise accredited training in physical intervention.

Staff Development

To take part in the school’s staff development programme by participating in arrangements for further training and professional development.

To continue personal development in the relevant areas including subject knowledge and teaching methods.

To continue training and professional development with particular reference to ASD.

To engage actively in the Performance Management Review process.

To participate in a programme of development training in accordance with current school policies.

Resources

To contribute to the process of the ordering and allocation of equipment and materials.

To assist in identifying resource needs and preparing resources.

To co-operate with other staff to ensure a sharing and effective use of resources.

SUPPORT FOR THE SCHOOL

Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person

Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate and in line with Data Protection legislation

Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop as set out in the school’s Equal Opportunities framework

Contribute to the overall ethos/work/aims of the school

Appreciate and support the role of other professionals

Attend and participate in relevant meetings as required

Participate in training and other learning activities and performance development as required

Accompany staff and pupils on visits, trips and out of school activities as required and take responsibility for a group

Commitment and contribution to improving standards for pupils as appropriate

Acknowledging Customer Care and Quality initiatives

Contributing to the maintenance of a caring and stimulating environment for pupils
CONDITIONS OF SERVICE
Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

EQUALITIES
Ensure implementation and promotion in employment and service delivery of the Council’s equal opportunities policies and statutory responsibilities.

SPECIAL CONDITIONS OF SERVICE
Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.
### Person Specification

**Designation:** Main Scale Teacher  
**Grade:** MPG  
**Reports to:** Headteacher and Resource Base Lead Teacher

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post. Those categories marked ‘$’ will be used especially for the purposes of shortlisting. Only those applicants who meet these requirements will be shortlisted. You should therefore address these fully in your application form.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application form. If you meet all the other criteria you will be shortlisted and will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

<table>
<thead>
<tr>
<th>ATTRIBUTES</th>
<th></th>
</tr>
</thead>
</table>
| Qualifications   | - The applicant must have QTS.  
                   |                                                                                                           |
| Knowledge        | - Experience/knowledge of the issues /challenges facing pupils with autism and their families.  
                   | - To contribute to the development of a differentiated curriculum for pupils across the school.  
                   |                                                                                                           |
| Experience       | - Wide experience of working with people with ASD  
                   | - Wide experience of developing a learning environment for ASD pupils in which they feel safe, valued and where staff members have high expectations of them  
                   | - Working experience of health and safety, data protection, equal opportunities, and diversity legislation/best practice  
                   | - Experience of positive handling techniques including strategies for managing challenging behaviour  
                   |                                                                                                           |
| Skills           | - Skilled approach to inclusive practices across the school  
                   | - Excellent ICT skills, including  
                   |    • use of the internet and e-mail  
                   |    • Communicate in Print  
                   |    • Clicker  
                   |    • Use of iPads  
                   |                                                                                                           |
- Ability to manage a diverse workload with competing demands and the ability to support staff to manage their own time effectively

- Ability to produce high quality professional reports and documents

- Ability to use effective negotiating skills with a wide range of people

- Ability to use a creative and flexible approach to problem solving

- Ability to develop professional relationships with parents, staff members, the LA and other professional bodies

- Understand and observe the need for confidentiality

- Understand cultural difference and work to modify communication and practises in order to provide an accessible, inclusive service

This post is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an enhanced Criminal Records Bureau Check.
NAME OF SCHOOL: Kelvin Grove Primary School

Post for which you are applying:

<table>
<thead>
<tr>
<th>Job Title: Class teacher (ASD Resource Base)</th>
<th>Pay Scale: Main Scale</th>
<th>Ref No: KG121</th>
</tr>
</thead>
</table>

1 PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Title:</th>
<th>First Name:</th>
<th>Surname:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Names:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent Address:</th>
<th>Work Tel no:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home Tel no:</td>
</tr>
<tr>
<td></td>
<td>Mobile Phone no:</td>
</tr>
<tr>
<td></td>
<td>Can we telephone you at work:</td>
</tr>
<tr>
<td></td>
<td>Yes □ No □</td>
</tr>
<tr>
<td></td>
<td>Email address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teacher Reference no:</th>
<th>National Insurance no:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2 TEACHER STATUS

If you are registered with the General Teaching Council as a qualified teacher in this country, please give date of recognition:

Are there any restrictions on your residence or employment in the UK? Yes □ No □

If Yes, please give details

Please quote DoE/DfES/DfEE/DCSF Reference Number _____________________

Please quote General Teaching Council (GTC) Reference Number ________________
3 PRESENT / MOST RECENT EMPLOYMENT

<table>
<thead>
<tr>
<th>Name of School and Employer:</th>
<th>School Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type &amp; Status of Establishment:</th>
<th>Age Range:</th>
<th>Number of pupils on roll:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post held:</td>
<td>Dates of Appointment:</td>
<td>Scale point and present annual salary (incl. allowances):</td>
</tr>
</tbody>
</table>

4 PREVIOUS TEACHING EXPERIENCE (start with most recent - please explain any gaps in employment)

<table>
<thead>
<tr>
<th>School, college or other employer</th>
<th>Type &amp; status of establishment</th>
<th>Age range and roll (approx)</th>
<th>Post Held and Responsibilities</th>
<th>Dates of Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5 EDUCATION AND ACADEMIC QUALIFICATIONS

<table>
<thead>
<tr>
<th>School/college/university</th>
<th>From</th>
<th>To</th>
<th>Subjects/Qualifications/Grades/Honours, dates awarded and awarding body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course title</td>
<td>Provider</td>
<td>Dates &amp; duration of course</td>
<td>Award (if any)</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>----------</td>
<td>----------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Secondary (post 16)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Higher Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Further postgraduate qualifications (including PGCE)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6 IN-SERVICE TRAINING UNDERTAKEN DURING THE PAST 3 YEARS RELEVANT TO THIS APPLICATION
### 7 OTHER PAID WORK EXPERIENCE (please explain any gaps in employment)

<table>
<thead>
<tr>
<th>Employer</th>
<th>From</th>
<th>To</th>
<th>Nature of Occupation</th>
</tr>
</thead>
</table>

### 9 DETAILS OF OTHER ACTIVITIES, SKILLS AND INTERESTS PAID OR UNPAID THAT YOU FEEL ARE RELEVANT TO THIS POST
10 EQUAL OPPORTUNITIES

We expect all our employees to have an understanding of and commitment to our Equal Opportunities Policies. Please explain what you understand this to mean and how you would relate this policy to the post for which you are applying.
### 11 GENERAL EXPERIENCE AND FURTHER INFORMATION

Please use this space to show us how your experience, skills and training gained both inside and outside paid work or through study, meet the selection criteria for this post as given in the Person Specification.

The information that you give here will play a crucial part in the decision to shortlist you or not, so please ensure that you demonstrate your ability to meet the selection criteria described in the job specification for this post.

---

### 12 PROFESSIONAL REFERENCES – All applicants who do not currently work for the London Borough of Lewisham are required to give the names and address of 2 persons willing to provide a reference. Both should ideally be from previous employers, but one MUST be your present or most recent employer.

<table>
<thead>
<tr>
<th>NAME:</th>
<th>ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TEL. NO:</th>
<th>EMAIL:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POSITION HELD:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Please state the context in which this person is known to yourself:

<table>
<thead>
<tr>
<th>NAME:</th>
<th>ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TEL. NO:</th>
<th>EMAIL:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POSITION HELD:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Please state the context in which this person is known to yourself:
# 13 DECLARATIONS

I hereby declare* that to the best of my knowledge, I am not a spouse, partner, child or relative of an existing member or employee of the Council, nor do I have a close personal or business or potential business relationship with any such person.

**Signed:**

**Date:**

If you are unable to make the declaration, you should strike it out and state in the space below any relationship of the nature referred to.

I hereby declare that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold. I understand that falsification of qualification or information may lead to dismissal without notice.

I certify that the information provided in this application is correct and agree that they should form part of the basis of my engagement. I authorise the London Borough of Lewisham to check the information that I have supplied.

**Signed:**

**Date:**

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant facts about your eligibility for employment then your name will be withdrawn from the list of candidates.

If such a discovery is made after you have been appointed then you will be liable to be dismissed without notice.

**Data Protection Act, 1998**

The authority is under duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.

Canvassing of employees or other members of the Council or any Committee of the Council directly or indirectly for any appointment under the Council shall disqualify the candidate concerned for that appointment.

**Medical History**

If you are successful in your application you will be required to complete a medical questionnaire.

New Staff may be required to undergo a medical examination.
Disability
We are working to improve the employment opportunities we offer to people with disabilities. Where a person with a disability applies for this post consideration will be given to restructuring the duties, including reasonable adjustment to the workplace, to meet their needs.

If you are shortlisted for interview we are able to make provision for people with special needs. Such adjustments may include arranging a signer or changing location of the interview if access to an upper floor office is not possible. Is there any special help which you may require for interview or throughout the application process?

Advertising Monitoring
Please indicate where you first saw the advertisement for this post.
**EQUAL OPPORTUNITIES MONITORING** - Lewisham Council has an equal opportunities policy and is keen to ensure that it is working efficiently. The information you provide will be treated in the strictest confidence and will be used only for statistical monitoring and is not used as part of the interview selection process. We are unable to process application forms from candidates who do not complete this section.

- **Female** [ ]  Male [ ]
- **Date of Birth**

**Ethnic Origin – Please indicate below:**

- **White**
  - British [ ]
  - Turkish or Turkish Cypriot [ ]
  - Any other White Background [ ]
  - Irish [ ]

- **Mixed**
  - White and Black Caribbean [ ]
  - White and Black African [ ]
  - White and Asian [ ]
  - Any other Mixed background [ ]

- **Asian or Asian British**
  - Indian [ ]
  - Pakistani [ ]
  - Bangladeshi [ ]
  - Tamil [ ]
  - Any other Asian background [ ]

- **Black or Black British**
  - Caribbean [ ]
  - African [ ]
  - Any other background [ ]

- **Chinese or other ethnic group**
  - Chinese [ ]
  - Vietnamese [ ]
  - Any other ethnic group [ ]

**Do you consider yourself disabled?**  Yes [ ]  No [ ]

Note: the Disability Discrimination Act says that this would be “a substantial or long term physical or mental impairment or health issue which could adversely affect your ability to carry on normal day to day activities”

Examples of Disabilities – the following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question.

- **Hearing, speech or visual impairments**
  (if you wear glasses or contact lenses this is not normally considered a disability)

- **Co-ordination, dexterity or mobility**
  (eg polio, spinal cord injury, back problems, repetitive strain injury)

- **Mental health**
  (eg schizophrenia, depression, severe phobias)

- **Speech Impairment**
  (eg stammering)

- **Learning Disabilities**
  (eg Down’s Syndrome)

- **Other physical or medical conditions**
  (eg diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia, etc)
REHABILITATION OF OFFENDERS ACT 1974

This page will be kept separate from the rest of your application form – it will not be sent to the selection panel.

Name

Post Applied for

Ref No

REHABILITATION OF OFFENDERS ACT

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are regarded as “spent” under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council. Convictions within the Armed Services, outside the UK or disciplinary action by certain professional bodies must also be included. Any information given will be completely confidential and will be considered only in relation to posts to which the Order applies.

CRIMINAL CONVICTION

Do you have any criminal convictions, cautions, reprimands, final warnings, police enquiries or pending prosecutions against you, including any convictions which are regarded as "spent" under the above Act?

Yes

No

Signed:   Date:

Any details you provide will be treated in the strictest confidence and will not automatically exclude you from being considered for this or any other vacancy (see our policy on Rehabilitation of Offenders which is enclosed in the pack). The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act.

For more information on spent convictions visit http://publish.lawontheweb.co.uk/rehabact.htm

If you are invited for interview, you will be asked to provide details of any criminal convictions, cautions, reprimands, final warnings, police enquiries or pending prosecutions (whether spent or not). Once you receive your interview letter, could you send details in an envelope with your name and the post for which you are applying on the back of the envelope and mark it “PRIVATE AND CONFIDENTIAL ADDRESSEE ONLY” to the Headteacher of the School where you have applied.

Any issues arising from the information provided will be discussed and explored with you at interview.