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**INNOV4TE INDEPENDENT SCHOOL**

RECRUITMENT PACK

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Please also find our full Safeguarding Policy on our website **www.innov4te.co.uk**

# The Application Process

We hope that this application pack and our website [www.innov4te.co.uk](http://www.innov4te.co.uk) inspires you to apply for this post.

If you have any questions regarding any aspect of the application process or need additional information, please contact Stacy Millington-Moss

[stacy@innov4te.co.uk](mailto:stacy@innov4te.co.uk)

## How to apply

Please visit our website for an application form.

It should include:

* personal educational philosophy
* experience, knowledge, skills and personal qualities which will equip you for this post

It is expected that applicants will make links between their experience and philosophy and the details contained in the job information/person specification.

Our method of application is completion of the application form, which you can download on the website and submit via email to [stacy@innov4te.co.uk](mailto:stacy@innov4te.co.uk)

Should you require any of the information in an alternative format, please let us know by telephoning the office on 01384 889 288 or putting your request in writing via email.

It should be noted that it is a requirement of INNOV4TE that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

Should you be offered a post, this will be on the provision of successful checks – including, but not limited to

Identification checks

Right to work in the UK

Medical Questionnaire

Enhanced DBS and Prohibition from Teaching

Qualification Checks – including QTS and Teacher Reference number where you are a qualified teacher.

**SEMH Teacher £21,000-£35,000-FTE, Per Annum**

**Appointment Date:**

**We are seeking to appoint a well‐trained, highly motivated, professional who has experience of working with children with SEMH needs to our Independent School. We welcome applications from all excellent classroom practitioners, particularly those who are keen to inspire learners through teaching exciting lessons, implementing creative and personalised activities and supporting progress through high quality assessment and feedback. Whilst a** **recognised teaching qualification is desirable it is not essential; what is essential is experience and a genuine desire to make a difference to young people.**

We are a forward-thinking independent school offering alternative provision for learners from across the Black Country. We have a highly committed and enthusiastic staff team. We offer provision for KS3 and KS4 full time or part time, Mon-Thurs 9.30am – 3.00pm and Fri 9.30am-12.30pm.

Learners join our provision via referral from their mainstream school; where they remain on roll, whilst they are awaiting to be allocated an alternative school place, or as a short-term respite from their mainstream school. We also offer single registration places for children with SEND, who have an EHCP and these are referred directly from the Local Authority via the consultation process.

**We are looking to appoint an enthusiastic teacher who will:**

* Have in-depth knowledge about social, emotional and mental health needs of young people in an educational environment
* Have the ability to teach a range of subjects, in a nurturing environment, balancing academic progress with SEMH progress
* Be an outstanding teacher with a breadth of teaching and learning experience
* Have the ability to teach PSHE, RSE and SEMH thematic lessons alongside their main subject(s)
* Be passionate about their subject(s), bringing energy, enthusiasm and new ideas to the classroom and INNOV4TE
* Be ambitious for themselves and their learners, wanting the best outcomes for all whatever their backgrounds or barriers to learning.
* Have great skill in managing behaviour in the classroom, with knowledge of de-escalation techniques.

INNOV4TE is a great place to teach. We are continually raising standards to produce the highest levels of learner achievement and are seeking to appoint a highly motivated professional who shares our aims and our ethos.

### Applications are welcome from unqualified, newly qualified and experienced teachers.

For further information and an application form, please visit the vacancies section of our website and download the recruitment pack. For any other queries, please email [stacy@innov4te.co.uk](mailto:stacy@innov4te.co.uk)

We welcome visits to our provision for prospective candidates. Please email to arrange your visit.

We look forward to receiving your application should you be interested. If you have not heard from us by the shortlist date, you may assume that your application has been unsuccessful on this occasion. Unfortunately, we are unable to offer feedback on individual applications that are not shortlisted for interview.

***INNOV4TE is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an enhanced DBS disclosure.***

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| **SEMH Teacher** | | |
| Purpose: |  | * To engage learners who have been identified as complex, with additional SEMH needs into a nurturing and academic timetable * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for learners and to support a designated curriculum area as appropriate * To monitor and support the overall progress and development of learners as Teacher/Form Tutor * To facilitate and encourage a learning experience which provides learners with the opportunity to achieve their individual potential * To contribute to raising standards of learner attainment * To share and support INNOV4TE’s responsibility to provide and monitor opportunities for personal and academic growth. * To monitor academic and SEMH progress * To support reintegration into other educational establishments where appropriate |
| Reporting to: |  | Directors |
| Responsible for: |  | The provision of a full learning experience and support for learners in a trauma informed, nurturing environment |
| Liaising with: |  | Directors, teaching/support staff, external agencies, counsellors and parents |

All employees of INNOV4TE are required to understand and contribute to our ethos, objectives and core values.

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| **Principle (Core) Responsibilities** | |
| Operational/ Strategic | * To assist in the development of appropriate, resources, schemes of work, marking policies and teaching strategies in the curriculum area * To contribute to the curriculum area SDP and its implementation * To plan and prepare courses and lessons * To contribute to INNOV4TE’s planning activities * To increase SEMH awareness and successful teaching strategies in this area across INNOV4TE |
| Teaching, Learning and Curriculum: | * To assist the Directors to ensure that the curriculum area provides a range of teaching which complements INNOV4TE’s strategic objectives * To assist in the process of curriculum development and change to ensure continued relevance to the needs of learners, examining and awarding bodies and INNOV4TE’s aims * To assist the Director’s in the process of curriculum development for Personal Development Time (PDT), Personal, Social, Health and Economic Education (PSHE) and   other tutor group and year group provision |
| Staff | * To take part in continuous professional learning, utilising INNOV4TE’s self‐evaluation processes * To maintain good subject knowledge and an awareness of excellent, current practice in teaching * To engage actively in the Appraisal and Review Process * To ensure the effective and efficient deployment of classroom support * To work as a member of designated teams and to contribute positively to effective working relations within INNOV4TE |

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| Communications | * To communicate effectively with the parents of learners, as appropriate * Where appropriate, communicate and work with persons or agencies outside INNOV4TE * To maintain appropriate learner records * To complete relevant documentation in support of learner tracking * To track learner progress and use information to inform teaching and learning, engaging with assessment, recording and reporting procedures (including Academic Mentoring and other consultations) |
| Resources | * To work productively to ensure effective ordering and management of resources |
| Learner Guidance | * To be a Tutor * To promote the general progress and well‐being of individual learners and of the tutor group as a whole * Under the leadership of the ELT, ensure implementation of INNOV4TE’s pastoral and guidance systems * To register learners, and encourage their full engagement in all aspects of their alternative education * To contribute to the teaching of, and deliver, PSHE in line with INNOV4TE’s policy and work with the Head teacher to plan an appropriate, differentiated PDT and PSHE curriculum * To apply behaviour for learning systems so that effective learning can take place * To liaise with other staff, as appropriate, in response to problems experienced by learners across the curriculum * To play a central role in managing the learning of learners in the tutor group |
| Other Duties: | * Comply with any reasonable request from the ELT to undertake work of a similar level that is not specified in this job description * The individual is responsible for promoting and safeguarding the welfare of children and young persons that they are responsible for or comes into contact with * This job description may be changed by the ELT in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job title. Such variations   would not justify the re‐evaluation of a post |

The post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re‐evaluation of a post.

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE** |
| **Personal** | * Be passionate about teaching * Possesses a ‘can do’ attitude * Creative and proactive in finding solutions * Flexible and adaptive to changing needs and priorities * Resilient, calm and tenacious under pressure * Passionate about inclusive practice and equality of opportunity * Relentless in finding ways to remove any barriers to success * Excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, learners and parents * Commitment to the protection/safeguarding of all learners * Self‐reflective practitioner who always seeks to improve * Willingness to contribute to the extra‐curricular life of INNOV4TE * Sense of humour * Resilience |  | Application form  References  Lesson Observation  Interview  Learner Panel  Case Study/Written Exercise |
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| **Competence** | * Minimum 2 years of planning, and teaching with secondary aged pupils * Be an outstanding Teacher with evidence of impact on learner outcomes * A proven track record of total commitment to helping every learner achieve their very best and make good progress * Have very high expectations of the learning of all learners at all times * Have a good understanding of how data supports and enhances learner progress and achievement * Be a positive team player with a strong commitment to professional development * Embrace new technologies and ideas that enhance learning * Highly self‐motivated * Able to prioritise workload and work well under pressure with competing deadlines * Good ICT skills * SEN experience | * Experience and evidence of teaching outstanding lessons * Trauma Informed Practice * Nurture models | Application |
|  | form |
| Knowledge |  |
| Abilities |  |
| Skills  Experience | References |
|  | Results |
|  | Certificates\* |
|  | Interview |
|  | Learner Panel |
|  |  | * Potential for future career in middle leadership * Qualified Teacher Status (QTS) * SEND qualification |  |
| **Qualifications and Training** | * Degree or equivalent * Recognised teaching qualification or * At least 3 years teaching/training/tutoring experience | Application Form |
|  |  | References |
|  | **YOU WILL BE REQUIRED TO PROVIDE ORIGINAL CERTIFICATES AT INTERVIEW STAGE\*\*** | Certificates\* |

**APPLICATION FORM**

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory DBS checks, satisfactory references received and documentary evidence that you are eligible to work in the UK.

So that we can compare applicants fairly, this document is the only one we consider when screening applicants. Therefore please do not send us CVs, written references or any other documents.

Personal Details:

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| First Name: | Surname: | Any other known name: |
| Address: | Tel. No | Email: |

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| Position applied for: |  |
| Relevant professional qualifications ie QTS,CIPD etc |  |
| Relevant professional ID number ie QTS number, CIPD number etc |  |
| Please be advised that all candidates for interview must bring proof of qualifications |  |

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| Present/ Most recent employer | | |
| Current position and duties | | |
| Name of Employer | | Address |
| Start date | | Leaving date |
| Reason for leaving |  | |

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| Previous Employment History *(please continue on next page if required)* | | | | |
| Name of Employer and address | Start date | Leaving date | Position held and responsibilities | Reason for leaving |
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| Please give details of secondary and further education (Most recent first) | | | |
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| Further Education/School/College or other establishment | Qualifications obtained and grade/level | From | To |
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| Other Courses (please provide details) | | |
| Course | Awarding Body/Level | Date |
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| Please demonstrate using examples your suitability to the position applied for. Please include your reason for applying and interest in this position. |
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| Personal Declarations |
| The position you are applying for involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England & Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs or any criminal convictions including any that would otherwise be considered as ‘spent’ under the Act.  Have you ever been convicted of any offence or bound-over or given a caution?  YES/ NO  If yes please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘ Confidential Disclosure’  I understand that if my application is successful I will be required to obtain a DBS disclosure at the appropriate level. |

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| Disability |
| Do you consider yourself to have a disability? YES/NO  We welcome applications from people with disabilities. If you have a disability and are invited for interview, please give details of any special arrangements that you require. |

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| Additional Information |
| Are you related to any of the Directors of INNOV4TE or any of the employees?  YES/ NO  If yes please give details |

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| Referees |
| | Please give details of two referees, one **MUST** be present or last employer | | | --- | --- | | First Referee | Second Referee | | Position | Position | | Address | Address | |  |  | |  |  | |  |  | | Telephone | Telephone | | Email | Email |   Declaration  I declare that the information I have entered is true and correct, and I understand that any false information or failure to disclose criminal activities may result in dismissal or disciplinary action being taken.  Signed: Date: |

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| Equal Opportunities |
| INNOV4TE aims to promote and ensure equality of opportunity and equal treatment of all.  Our objective is to ensure that no job application or employee receives less favourable treatment, directly or indirectly, on the grounds of gender, age, disability, marital status, sexual orientation,  creed/ religion, ethnic origin.  Employees with disabilities are offered equal opportunities as other employees for training, promotion and career development. |

**Additional Information**