** ** 

Finance & School Business Manager

Dawn House School

Helmsley Road

Rainworth

Nottinghamshire

NG21 0DQ

May 2021

Dear Candidate

**Teacher of PE**

**Teachers MPS** **+SEN**

Dawn House School

Helmsley Road, Rainworth, Nottinghamshire NG21 0DQ

Thank you for your interest in the above post, please find enclosed:

* Information about Dawn House School and I CAN
* Job Description and Person Specification
* Job Terms & Conditions
* Application form & Equal Opportunities Form

To apply please send the completed application form back to us by either by email or post by 9am Monday 17th May, 2021. Due to the number of applications received, we will only notify and provide feedback to those candidates that are short-listed. Interviews will be held week commencing Monday 24th May, 2021

Informal enquiries about this post can be made to Kelly Fedun, Deputy Principal, on 01623 795 361.

Thank you for your interest and we look forward to hearing from you.

Yours faithfully

Karen Lindley

Finance & School Business Manager

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**Dawn House School**

I CAN's Dawn House School in Rainworth near Mansfield, Nottinghamshire is a day and residential non-maintained school which provides intensive and specialist support for children and young people aged 5 -19 years who have severe speech, language and communication needs (SLCN) and Asperger’s Syndrome. The 80 pupils receive the integrated therapy, education and care that they need to learn and develop independence.

Dawn House School received an ‘Outstanding’ rating from Ofsted in February 2018. They receive full access to the national curriculum (pre 16) and an enriched curriculum that supports the transition to adulthood (post 16).

For more information about I CAN and Dawn House School please visit [www.dawnhouseschool.org.uk](http://www.dawnhouseschool.org.uk) or [www.ican.org.uk](http://www.ican.org.uk)

**I CAN is the children’s communication charity.**

We are experts in helping children develop the speech, language and communication skills they need to thrive in a 21st century world.

**Our vision** is a world where all children have the communication skills they need to fulfil their potential.

**Our mission** is that no child should be left out or left behind because of a difficulty speaking or understanding.

I CAN supports children from 0-19 through our *Talk* programmes and specialist schools, and through resources and information for parents, families and people who work with children and young people. We work in nurseries and schools across the UK with our evidence-based programmes and run two special schools for children with the most severe and complex needs. We share our expertise and knowledge to increase awareness of communication difficulties and inform policy making.

I CAN’s evidence-based programmes and training aim to provide practical help and support at every age and stage of a child’s and young person’s life. We work directly with the people who educate, care for, support and advise children and families. All our approaches are based on the best evidence available to ensure that children receive help that will get results. Our programmes are designed to help schools to meet Ofsted’s focus on developing and using pupils’ communication skills and to support settings and schools to narrow the gap between the lowest and highest attainment. Many of I CAN’s programmes and training use a cascade model. We have a network of expert Licensees across the UK, able to respond to local needs quickly and flexibly.

For more information about I CAN, its work and values go to [www.ican.org.uk](http://www.ican.org.uk) or [www.talkingpoint.org.uk](http://www.talkingpoint.org.uk)

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# **Job description**

**Job title:  Teacher of PE**

**Grade: MPS + SEN**

**Establishment: Dawn House School**

**Responsible to: Deputy Principal**

**Responsible for: Subject Teaching assistant**

We are seeking to appoint a talented, committed and enthusiastic teacher of PE to teach across the whole school. This professional needs to be flexible and fully committed to engaging and maximising the achievement for pupils with Special Educational Needs. This post would suit a teacher who currently works in mainstream education and has experience of working with SEN pupils and those already working in within SEN provisions.

This job description incorporates the professional duties of a teacher as set out in the Teacher's standards. The purpose of the job is to manage and ensure the effective delivery for all educational programmes for students placed at Dawn House School, in line with all statutory requirements and ICAN policies and procedures.

Key Responsibilities:

* As a subject leader, you will be an outstanding classroom practitioner who

consistently demonstrates the highest standards of delivery and is fully committed

to raising attainment across all key stages through expectations which inspire, motivate and challenge students

* Leading the provision of Physical Education across all key stages
* Developing and integrating remote/blended learning strategies into your subject
* Lead on developing an innovative and progressive Physical Education curriculum
* Raise the profile of Physical Education within the school and the wider community
* Develop schemes of work appropriate to the needs of students to maximize achievement, including external and cross-curricular links, establishing how excellence can be achieved and sustained
* Identify and adopt the most effective approaches for students with a wide variety of different needs
* Create development plans for the subject in line with the School Development Plan
* Reflect upon your policies and practices, considering how they reflect the school’s aims
* Keep a comprehensive subject leader file in order to keep track of the various strands of your role and the activities you undertake
* Liaise closely with the Deputy Principal and School Business Manager to ensure the effective use of budget and high quality resourcing.
* Deliver Physical Education lessons with a high regard for Health and Safety, for example by ensuring regular safety checks are carried out on equipment.
* Set targets for raising achievement in Physical Education
* To be accountable for pupil progress and development within teaching groups against targets set
* Accurately track the progress and achievements of pupils within teaching groups and provide feedback to enable them to progress at least in line with expectations
* To be a tutor for a group of students in the school
* Participate in professional development and keep abreast of developments and future initiatives in the field of Physical Education teaching
* To act as a role model to others, demonstrating high standards of professionalism in all aspects
* Undertake a designated programme of teaching – this can mean teaching multiple subjects (including those outside your area of specialism).

**General Duties and responsibilities**

* You will demonstrate good or outstanding performance against the national teaching standards
* Responsible for attainment and progress in curriculum subjects taught at Dawn House, in line with agreed targets
* Ensuring teaching and learning meets all statutory requirements as defined by Ofsted/ DFE, and other external bodies
* Helping to create and manage a positive, caring, supportive, purposeful and stimulating environment which is conducive to children’s learning
* Planning and preparing lessons in order to deliver the curriculum ensuring effective breadth and balance
* Identifying clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
* Teaching lessons that are creative, engaging and inspiring for the pupils
* Helping to maintain a safe orderly environment and discipline among the students, safeguarding their health and safety
* Organising and managing groups or individual students, ensuring differentiation of learning needs, reflecting all abilities
* Planning opportunities to develop the social, moral, emotional and cultural aspects of students’ learning
* Developing and maintaining a regular system of monitoring, assessment, record-keeping and reporting of student’s progress
* Ensuring lessons are catered to the needs of the pupils including personalised educational health care targets of the pupils
* Ensure the classroom and food technology room are well organised, tidy and that displays are educational and celebratory of pupils’ achievements
* Ensuring effective use of support staff during Physical Education lessons
* To participate in staff meetings and deliver presentations and training as required
* To communicate and consult with parents over all aspects of their child’s education – academic, social and emotional. Attend parent/carer meetings
* To do a break and lunch duty in the school week
* To work as a team player reporting directly to the Deputy Headteacher
* To maintain an up to date knowledge of key curriculum areas linked to role

Other duties

* To promote actively the school’s Vision, Values and policies to students, staff and other members of the school community
* To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
* To continue personal development and to engage actively in the performance review process
* To comply with and enforce all policies and regulations relating to Child Protection and Safeguarding
* To comply with the School’s Health and Safety policy and undertake risk assessments where required
* To understand and comply with data protection regulations
* To show a record of excellent attendance and punctuality
* To adhere to the school’s Staff Code of Conduct and dress code
* To undertake any other duties as reasonably requested by the Headteacher
* Satisfactory references and an enhanced DBS are required

**Person specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * A good honors degree or equivalent * Qualified Teacher Status (QTS) or equivalent * Evidence of recent and relevant training and development | * Record of continuous professional development |
| Experience, skills and knowledge | * Successful middle leadership experience likely to have been gained in current school setting * Evidence of excellent teaching resulting in outstanding student outcomes * In-depth knowledge and understanding of SEND and wider educational agenda including current national policies and educational issues as well as the statutory and legal framework governing the operation of a School * Demonstration of in-depth subject and curriculum knowledge * Ability to teach all aspects of Physical Education across a range of abilities * Experience of teaching across a range of Key Stages * Proven track record in leading, monitoring and managing staff * Knowledge and experience of Child Protection, Safer Recruitment and Safeguarding procedures * Excellent organisational skills and the ability to translate strategies and policies into effective practice. * Have high expectations and personal integrity with the ability to promote and deliver the values, culture, ethos and traditions of the School * Excellent analytical skills with the ability interpret and present data effectively to a variety of stakeholders * Knowledge of the potential of ICT to enhance learning, interpret and analyse data and understand school information systems * Be proactive, innovative and versatile with a high level of drive, energy and enthusiasm necessary to effectively deliver common goals * Be articulate and approachable with excellent interpersonal communication skills both verbally and in writing * Ability to form excellent working relationships with staff, students, parents, Trustees and external partners * Be a visible high profile role model with a professional approach that demands excellence, confidence, trust and respect of the Trust and wider community |  |
| Student Progress and Staff Development | * A passion for outstanding teaching coupled with the ability to lead and motivate colleagues to improve classroom effectiveness and raise achievement * Successful experience of positive behaviour management and developing a safe, student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding * Successful experience of curriculum development for students with SEND along with an understanding of the issues associated with choice and flexibility needed to meet the personalised agenda from Y3 through to the Sixth form * Knowledge and understanding of the varying needs and abilities of students with SEND, particularly those on the Autistic Spectrum * A passion and commitment to providing a holistic approach to student development * Successful experience of the implementation of effective assessment procedures and an understanding of assessment for learning needs of students * The ability to lead, manage and motivate colleagues to deliver a challenging and creative curriculum and to improve classroom effectiveness and raise achievement * Experience of observing teaching and learning and monitoring practice effectively and providing quality feedback to staff * Experience of developing staff and supporting their wellbeing * Evidence of achieving a safe, secure and healthy school environment * Willingness to be involved in the wider life of the school community * Demonstrate the importance of a work life balance |  |
| Systems and Processes | * A strong middle leader with evidence of skills in performance management, recognising high performance and tackling underperformance through to resolution * Proven successful experience of school/ department self-evaluation and accountability and the school improvement process * Knowledge and understanding of Health & Safety legislation and how it applies to the teaching of Physical Education * Welcome strong governance and actively work collaboratively with the Board of Trustees and other stakeholders to develop and deliver a school vision which embraces excellence, intellectual rigour, high standards and inclusion * A commitment to and evidence of promoting inclusion, diversity and equal opportunities within the curriculum * Proven ability to plan strategically with the expertise to deliver and to communicate compellingly the School’s vision and drive the strategic leadership, empowering all students and staff to excel |  |

AF = Application Form

I = Interview and other activities

**Summary of Terms and Conditions of Employment**

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| --- | --- |
| **Job Title:** | Teacher of PE |
| **Start Date:** | September 2021 |
| **Location:** | Dawn House School, Helmsley Road, Rainworth |
| **Salary:** | **Teachers MPS +SEN** |
| **Hours:** | Full time |
| **Leave:** | School Closure Periods |
| **Probation:** | There is a 6 month probationary period for this post |
| **Pension:** | Teachers’ Pension |
| **Childcare Voucher Scheme:** | I CAN operates a childcare voucher scheme for staff which allows them to save on childcare costs. |
| **Employee Assistance Scheme** | I CAN operates an EAP which enables staff and their immediate families to access free, confidential independent support, 24 hrs/365 days a year on a wide range of work/personal issues e.g. stress, bereavement, financial issues etc. |

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| **Application Form for Employment**  **Please return to: Dawn House School, Helmsley Road, Rainworth, Nottinghamshire NG21 0DQ**  **Email: Karen Lindley at k.lindley@dawnhouse-ican.notts.sch.uk Tel: 01623 795 361** |  |

Please complete this form in full supplemented by additional sheets if necessary. **CVs WILL NOT BE ACCEPTED.**

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998.

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| **Position applied for:** |  |
| **Where did you see this job advertised?** |  |

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| **Personal Details** | |
| **Title** |  |
| **Full Name** |  |
| **Preferred Name** |  |
| **Address:** |  |
| **Email Address** |  |
| **Contact Phone Number** |  |
| **Home Telephone Number** |  |

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| **If you are a teacher please provide** | |
| **If qualified since 1999, please give date when Newly Qualified Status awarded.** |  |
| **If you are a newly qualified teacher – please confirm current status of Induction Period including dates/outcome of reviews:** | |
| **1st Review:** | **Date:** |
| **2nd Review:** | **Date:** |
| **3rd Review:** | **Date:** |
| **Do you have a qualified teacher status?** | Yes/No (Delete as appropriate) |
| **DfES Number** |  |
| **TRN Number** |  |
| **Age range for which trained (please state)** |  |
| **Main teaching subject(s)** |  |
| **Subsidiary subjects** |  |

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| **Employment Details** | |
| **Name of current/ last employer** |  |
| **Job Title** |  |
| **Start Date** |  |
| **End Date (write current if still employed)** |  |
| **Notice period** |  |
| **Current salary** |  |
| **Reason for leaving** |  |
| **Description of job and key responsibilities** | |

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| **Previous Employment** | | | | |
| **Start Date** | **End Date** | **Job Title** | **Employer** | **Reason for Leaving** |
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| **Education, Qualifications and Training** | | | |
| **Date Gained** | **Name of School/College/University** | **Subjects** | **Qualification and Grade** |
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| **Professional Membership/Registration** | | |
| **Issuing Body** | **Registration Number** | **Expiry Date** |
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| **Suitability**  Please assess yourself against the requirement of the Person Specification, giving examples of how you meet the defined criteria. Ensure you are concise and to the point. You may continue on additional sheets if necessary. |
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| **Referees** Please give the names and addresses of two referees, one of whom should be your current or most recent employer. If you are applying for a post involving direct contact with children, at least one referee must be able to comment on your child contact experience. Your consent for I CAN to contact your referees is given by signature of this form. **We will request references for shortlisted candidates before interview.** | |
| Name |  |
| Organisation |  |
| Address |  |
| Email Address |  |
| Contact Telephone Number |  |
| Capacity known to you |  |
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| Name |  |
| Organisation |  |
| Address |  |
| Email Address |  |
| Contact Telephone Number |  |
| Capacity known to you |  |

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| **Additional Information**  Please give below any further information that is relevant to your application, e.g.: your application is for a job share; periods of time when you would be unavailable for interview; any special requirements should you be invited for interview. |
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| **Relationship**  Are you related to or acquainted with any of the Trustees, staff or pupils of I CAN? If so, please give details. |
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| **Further Information**  Please put a ‘X’ next to your chosen answer. | | |
| Do you have the right to work in the UK? | Yes | No |
| Do you require a certificate of sponsorship or work permit to work in the UK? | Yes | No |
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)\*?  If ‘yes’ please give details in a separate envelope. You are required to give details of a 'spent conviction' as provided by the Rehabilitation of Offenders Act 1974 as the post is one that involves direct contact with children where we need to know about all convictions.  **\***For further guidance on protected conviction and cautions, please visit:   * <http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf> * <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance> | Yes | No |
| Are you included on List 99 or the Protection of Children Act List? | Yes | No |
| Do you need any special arrangements if you are invited to school for an interview?  If ‘yes’, please mention it here: | Yes | No |

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| **Declaration** | |
| I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment. | |
| Sign: | Date: |

To visit our jobs page go to: <https://ican.org.uk/working-with-us/>

To know our data protection policy please visit: <https://ican.org.uk/privacy-policy/>