



**Dawn House
School**



15/05/19

Dear Candidate

Business Manager
Dawn House School
Helmsley Road
Rainworth
Nottinghamshire, NG21 0DQ
www.ican.org.uk/working-for-us
Email:
j.huddlestone@dawnhouse-ican.notts.sch.uk

ICT Teacher

I CAN Teachers Main Pay Scale (1-6), plus SEN Allowance

£25,374 to £36,104 (depending on experience)

Contract Type: Fixed Term Contract, Full-Time

Dawn House School, Helmsley Road, Rainworth, Nottinghamshire, NG21 0DQ

Thank you for your interest in becoming our new ICT teacher at our Ofsted 'Outstanding' school in Rainworth. We have been rated as outstanding for 5 years and are part of the leading children's communications charity, I CAN. We are a multi-discipline team that includes Teachers, Teaching Assistants, Speech and Language Therapists, and Occupational Therapists who all offer our pupils a fully integrated approach to our children's education, communication skills and overall health and well-being. The school also has an assessment centre and residential services.

Please do give this opportunity your very serious consideration and find attached:

- Information about Dawn House School and I CAN.
- A job description and person specification.
- A brief summary of our terms & conditions of employment.
- An application form.

If you are interested in the role please do contact Julie Magilton so you can discuss on the telephone and hopefully arrange a visit to the school too. You can contact her through the school office on 01623 795 361 or by email j.magilton@dawnhouse-ican.notts.sch.uk

To apply please send the completed application form to j.huddlestone@dawnhouse-ican.notts.sch.uk by 22/5/19. Interviews will be held at Dawn House School.

We are committed to safeguarding and promoting the welfare of children and we carry out safer recruitment principles, as well as appropriate vetting and verifications on all school staff.

Thank you for your interest and I look forward to hearing from you.
Yours faithfully

Jenny McConnell
Principal, Dawn House School



Dawn House School

I CAN's Dawn House School in Rainworth near Mansfield, Nottinghamshire is an outstanding 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. Pupils receive the integrated therapy and education that they need, ensuring they receive full access to the national curriculum.

Dawn House School received an 'Outstanding' rating from Ofsted in February 2018. The 71 pupils at I CAN's Dawn House School receive the integrated therapy, education and care that they need to learn and develop independence. They receive full access to the national curriculum (pre 16) and an enriched curriculum that supports the transition to adulthood (post 16).

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 and Dawn House School, please visit www.ican.org.uk or www.talkingpoint.org.uk

Job Description
Main Scale Teacher
Dawn House School

Reporting to: Head of Education

Liaising with: SLG, Teachers SLT/OT and support staff, LA representatives, external agencies and parent/carers

Job Purpose

- Under the reasonable direction of the Principal and Head of Education, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.
- Monitor and support the overall progress and development of students as a teacher/ Personal Tutor
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Contribute to raising standards of student attainment.

Teaching

- Set high standards and expectations which inspire, motivate and challenge students.
- Promote good progress and outcomes for students.
- Demonstrate good subject and curriculum knowledge, including examination specifications.
- To teach to the highest standard.
- To promote a level of learning and children's intellectual curiosity.
- Teach, students according to their educational needs, including the setting and marking of work including homework.
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Ensure that Reading, Writing, Communication, Maths, and ICT, and Social, Moral, Cultural and Spiritual developments are reflected in the teaching/learning experience of students.
- Undertake a designated programme of teaching.
- Ensure a high quality learning experience for students which meets internal and external quality standards.
- Prepare and update subject materials. And make accessible according to individual need.
- Keep abreast of changes to curriculum particularly examinations and statutory requirements
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of any syllabus.

- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour and standards of work
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures, including marking of classwork

Strategic/ Operational Planning

- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
- Contribute to the curriculum area and department's development plan and its implementation.
- Plan and teach well-structured lessons that reflect the abilities and needs of the students.
- Contribute to the design and provision of an engaging curriculum within the relevant subject areas.

Curriculum Provision

- To ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.

Staffing

- Engage actively in the school's staff development programme by participating in arrangements for further training and professional development.
- Continue own professional development in the relevant areas including subject knowledge and teaching methods.
- Ensure the effective/efficient deployment of classroom support.
- Work as a member of the school team and to contribute positively to effective working relations.

Quality Assurance

- Help to implement school quality assurance procedures and to adhere to those.
- Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- Review methods of teaching and schemes of work.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school and department.

Management

- Maintain appropriate records and to provide relevant accurate and up-to-date information for Integris, registers, etc.
- Complete the relevant documentation to assist in the tracking of students.
- Track student progress and use information to inform teaching and learning.

- To identify resource needs and to contribute to the efficient/effective use of physical resources.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

Communication and Liaison

- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.

Pastoral System

- Be a Form Tutor to assigned group of students.
- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- Liaise with Head of Education to ensure the implementation of the school's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Contribute to the preparation of action plans and progress files and other reports and references.
- Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- Communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- Apply the school's behaviour management systems so that effective learning can take place.

School Ethos

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Additional Requirements

- Assist and provide cover for colleagues as directed by your manager.
- Refrain from acting in a manner that in any way endangers yourself, fellow employees, or the public.
- Ensure that all policies and procedures relating to the protection of children in I CAN's services are followed at all times.
- Safeguard at all times confidentiality of information relating to children, staff and I CAN's work.
- Behave in a manner that ensures the security of I CAN property and resources.
- Abide by all relevant I CAN Policies and Procedures.

IT Support to School

- Provide end-user IT support for academic and admin staff through individual help, phase group sessions and INSET sessions.
- Promote use of technology in teaching across all subjects and across all phases.

- Support staff in the purchase, implementation and maintenance of departmental or phase group curriculum software.
- Assist the SBM with technical guidance in managing suppliers and contractors when required.

This list of duties and responsibilities is by no means exhaustive and the postholder may be required to undertake other relevant and appropriate duties as required.

This job description is subject to regular review and appropriate modification

Person Specification
Main Scale Teacher

	Essential	Desirable
Qualifications	Qualified Teacher Status	Evidence of recent relevant professional development
	Degree	
Experience	Experience of teaching pupils with Special Educational Needs	Experience of working in a Special Educational Needs school.
Skills and knowledge	Knowledge of systems for monitoring and evaluating curriculum delivery	Knowledge of current developments in teaching, especially in regard to pupils with special educational needs
	Strong team working skills	
	Equal opportunities issue in relation to the pupils	
	Knowledge of how speech and language impairments effect pupils' learning	
	Communicate effectively orally and in writing	
	Organisational skills, including resources	
	The ability to lead a curriculum area/s in the school in consultation with colleagues and the Head of Education	
Other	Ability to work as a successful team member	Ability to develop courses leading to an external accreditation
	The ability to develop and maintain a good working relationship with pupils, colleagues, governors, I CAN staff, parents and carers	Car driver
	Ability to demonstrate an awareness of and a commitment to the ethos and practices of the school	
	Ability to make a positive contribution to the development of the school	
	Reliability	
	Flexibility	
	Committed to the overall aims of I CAN and to developing and delivering I CAN's Vision and Strategy.	

Application Form for Employment

Please return to: Dawn House School, Helmsley Road, Rainworth,
Nottinghamshire. NG21 0DQ



Email: : j.huddleston@dawnhouse-ican.notts.sch.uk **Tel:** 01932 872 302

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

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations
- We need to process it for our legitimate interests

Position applied for: ICT Teacher	Closing Date: 22/5/19
Where did you see this job advertised?	

Personal details:

Last Name:	Title: (Mr/Mrs/Miss/Ms/Dr/Prof)	First names: (for official purposes)
Address:		Preferred name: (name you wish to be known as)
Post code:		
E-mail address:		Mobile number:
<i>If you are a Teacher, please provide:</i> TRN / DfE number:		
Are you subject to a General Teaching Council sanction or restriction?		

Employment:

Name of current/ last employer:				
Job title and description of your current job and key responsibilities:			Start date:	End date:
Current /Final Salary:				
What period of notice are you required to give to your present employer?				
Reason for leaving:				

Previous Employment:

Start Date	End Date	Job Title	Employer (please also provide name of school if applicable)	Reason for Leaving

Gaps in employment history:

Please account for gaps in your employment history (in chronological order) in the space provided below.

Education and Qualifications:

Start Date	End Date	Name of School/College/University/provider	Subject	Qualification gained and grade

Training:

Date	Topic Covered	Training Provider

Professional Membership/Registration:

Issuing Body	Registration Number	Expiry Date

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 names of **2 people** who are able to comment on your suitability for this post. One must be your present or last employer. If you’ve not previously been employed, please provide details of another suitable referee.

I CAN reserves the right to seek any additional references we deem appropriate. Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted. If either of your referees knows you by a different name, please state:

If you don’t wish us to contact your referees without your prior agreement, please tick this box: ☐

1.	Name:	Telephone number:
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	Capacity known to you:	
	Address:	Confidential fax number:
		E-mail address:
2.	Name:	Telephone number:
	Capacity known to you:	
	Address:	Confidential fax number:
		E-mail address:

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.

Relationships:

Are you related to or acquainted with any of the Trustees, governors, staff or pupils of I CAN? If so, please provide details:
If you have a relationship with a governor, trustee or employee, this does not necessarily prevent them from acting as a reference for you.

Right to Work in the UK:

I CAN will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.

Do you require permission to work in the UK?

Yes

☐

No

☐

If "Yes", please state the permission you have to work in the UK (e.g. visa type and visa expiry date)

Disclosure and Barring and childcare disqualification:

I CAN is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

If your school/trust has pupils aged 8 and below, insert:

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and I CAN's privacy statement, found at www.ican.org.uk/working-for-us

Do you have a DBS certificate?: ☐Yes ☐No Date of check:

If you've lived or worked outside of the UK in the last, I CAN may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?: ☐Yes ☐No

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.

Signed..... Date.....

I CAN - Equal Opportunities Monitoring Form – Recruitment

Please **do not** write your name on this form.

Thank you for taking the time out to fill in this form. We are asking these questions to understand better the composition of our workforce by gender, ethnic origin, age, sexual orientation and faith. This information will help us guide our recruitment strategies.

We can assure you that the information provided will be kept completely confidential.

I CAN is committed to equal opportunities and has a policy that is supported by a code of practice.

Please state which post you are applying for	
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Gender (please tick) & Year of Birth					
Male		Female		Year of Birth	

Disability			
Do you consider yourself to have a disability? (please tick)	Yes		No
The Disability discrimination Act defines disability as “a physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out normal day to day activities”			

Ethnic Origin
Please indicate how you would prefer to describe your ethnic origin (please tick) then specify in the most relevant <i>sub-category</i> (please tick)

A

Asian		Asian British		Asian English		Asian Scottish	
Asian Welsh		Bangladeshi		Indian		Pakistani	
Other (please specify)							

B

Black		Black British		Black English		Black Scottish	
Black Welsh		African		Caribbean			
Other (please specify)							

C

Chinese		Chinese British		Chinese English		Chinese Scottish	
Chinese Welsh		Chinese		Other (please specify)			

D

Mixed		White and Black African		White and Black Caribbean		White and Asian	
Other (please specify)							

E

Traveller or Gypsy							
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F

White		White British		White English		White Scottish	
White Welsh		White Irish		Other please specify)			

Faith	
Please indicate below how you would prefer to describe your faith or tick “none” OR “prefer not to state”	
None	
Prefer not to state	

Sexual Orientation							
Please indicate how you would prefer to describe your sexual orientation (please tick)**							
Bisexual		Gay		Heterosexual		Lesbian	
Prefer not to state							

By completing this form I understand that I give my consent under the Data Protection Act 2018 for the information contained in this form to be processed in accordance with I CAN policy for the purposes of equal opportunities monitoring.

*The categories used are those given by the Commission for Racial Equality.

** The categories used are those given by the Equal Opportunities Commission.