St. Crispin's
Excellence for all



Excellence FOR ALL

Applicant Information Pack:

Teacher of SEN

Part time / Full time

Closing date: 9am Wednesday 3rd July

Applications can be made via TES quick apply or by completing the application form.

To arrange a visit or return completed forms contact Sarah Hales - haless@crispins.co.uk tel. 0118 978 1144



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Are you looking for a flexible part-time or full-time rewarding role within a stimulating education environment?

Fixed term l September 2024 l The Circle Trust Main Pay Scale. Range: MPS5 £33,814 to UPS5 £46,525 per annum

We have an exciting opportunity for a qualified teacher with an interest in working with students with special educational needs to join our friendly, supportive and highly respected Learning Support team who excel in their work with our amazing young people.

Applicants should ideally have experience with young people who have SEND, primary or secondary.

Under the guidance of our SENCO, you will work with individuals, and small groups of students who need extra support to become independent learners. We run intervention programmes which cover cognitive difficulties, emotional regulation, EAL and SALT provision. You will also teach small classes of mainstream English to KS3.

Staff wellbeing is a key focus; we want you to enjoy coming to work and to feel valued in all that you contribute. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both our students and staff. Standards within the school are high and St Crispin's is a lovely and positive place to work.

If you are looking for flexible teaching hours within a vibrant learning environment where you can feel motivated and inspired, we would love to hear from you.

We welcome applications from experienced teachers. Please note, this position is advertised as fixed term however a permanent contract will be considered for the right candidate.

Visits to the school are warmly welcomed!

To arrange a visit or apply

Contact Sarah Hales - PA to Headteacher haless@crispins.co.uk l Tel: 0118 978 1144
Applications can be made via **TES quick apply** or **application form** on our school website

Closing date: 9am Wednesday 3rd July 2024 **l Interview date:** Week commencing Monday 8th July 2024
Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early, should we receive sufficient applications.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.



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Our school

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to fulfil their potential.

We believe in promoting excellence in an atmosphere where students can learn, enjoy, grow and support each other.

We have a strong focus on the basics: excellent learning and teaching, a safe, disciplined environment and an ethos that promotes high aspirations.

Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well-rounded, articulate, confident and happy is of equal importance.

We have a wonderful team of committed staff that provide support, challenge and expertise to enable every student to achieve.

Key Information

Type of School	Academy
Planned Admission Number (PAN)	1464
NoR	1463
Ofsted	Good (2022)
% SEND Students	13
% EAL Students	25
% Pupil Premium Students	10

Results

Progress 8	0.23 Above average
Attainment 8	53 Above average
English and Maths GCSE	60% 5+
A Levels	B-





Pastoral system

Our school ethos for many years has been 'Excellence for All' and it is very much at the heart of all that we do. Indeed, we strive for excellence **from** all to ensure that there is a positive culture within our community to be the best that we can. We work to ensure that students not only leave with the best possible academic results that they can be proud of, but also key skills for the working world which are individualised to their needs and the path they wish to follow.

We offer enrichment beyond the classroom as much as possible, and stakeholders speak highly of the opportunities that the school offers. We tailor the curriculum termly for each year group to develop key life skills and virtues such as respect and resilience.

Our commitment to preparing young people for the wider world is reflected in not only our very low NEET figures but the increasing number of young people who choose to stay at the school for their post-16 studies and the number of external students that join us for the Sixth Form.



Our culture

The importance we place on values and positive behaviour ensures a culture within the school where students recognise that whilst they do have rights such as 'to learn' and 'to be heard', they also have a responsibility to respect one another as well as the wider community. This underpins the behaviour procedures which staff are consistent in implementing. We continually review the effectiveness of policies and approaches, and staff are encouraged to reward students for positive behaviour and for showing respect to our community.

About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

An introduction to The Circle Trust

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



For more information

Please visit The Circle Trust website and Family Circle guide.

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.







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Job description

Salary	**The Circle Trust Main Pay Scale. Range: MPS5 £33,814 to UPS5 £46,525 per annum**		
Contract	Full-time/Part-time, Fixed Term	**Start Date**	1st September 2024

Aim and main purpose of the job:

Knowledge:

- Demonstrate subject competence and to keep up-to-date his/her knowledge of the National Curriculum for 11-16 year olds in relation to their subject; and where relevant to the post, other examination courses at KS4 and Post 16.
- To attend continuous professional development activities when required to update his/her knowledge of the National Curriculum, syllabus changes and national initiatives which impinge directly on teaching, pastoral or other responsibilities.
- To keep informed about the key priorities identified in the School Improvement Plan, Learning Support Department development plans and his/her responsibilities agreed upon within it.

Planning, Teaching and Classroom Management:

- To teach pupils that have barriers to learning due to Special Educational Needs (SEND) (including ASD and low cognitive ability) in small class, small group and 1:1 settings as agreed with the Headteacher and Head of Department.
- To plan and deliver lessons that follow the KS3 curriculum and/or deliver intervention sessions to fill gaps in pupil's knowledge and understanding that are residual following KS2, in line with departmental teaching and learning policy.
- To plan lessons carefully with specific learning objectives and with special regard to prior attainment data, gender and race, fluency in English, DSEN (including IEPs).
- Use a variety of teaching approaches that identify, build upon and develop pupil learning styles, and the ability to learn independently.
- To set clear targets for pupil improvement and monitor progress towards these.
- To work effectively with Learning Support Assistants to plan lessons and individual support for pupils with specific learning difficulties.
- To set appropriate homework in line with school and departmental policies.
- Establish and maintain good standards of pupil behaviour in the classroom by implementing consistently and fairly the School Behaviour Policy.

Monitoring, Assessment, Recording and Reporting:

- To assess how well learning objectives have been achieved and use this assessment to improve aspects of teaching.
- To develop the expertise to be able to recognise the level at which a pupil is achieving, and make accurate and valid assessments using school and departmental policies and procedures.
- To mark work on a regular basis in line with school and departmental policies and guidelines.
- To make careful records of attendance and pupil progress following carefully the departmental guidelines; mark books and pupil work should be available for scrutiny as required from time to time.
- To liaise effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievements according to the school's assessment and reporting schedule.
- To discuss with parents/carers appropriate next steps in learning for their child, and encourage them to support their child's learning.

Other Professional Responsibilities:

- To contribute to other work of the Learning Support Department such as SEND CPD and observations of pupils in mainstream to provide support and advice for colleagues.
- To update classroom support plans for young people.
- To contribute to the extra-curriculum timetable of activities provided by the Learning Support Department
- To undertake supervisory duties before school, at break or after school as required.
- To attend department meetings as required.
- To contribute to the work of the department.
- To support colleagues in maintaining the school's behaviour policy.
- To maintain appropriate standards of professional appearance and conduct.
- To raise issues of concern with his/her line manager or with the appropriate member of SLT.
- To maintain the Professional Standards for teachers.
- To follow the school performance management system.
- To keep up to date on relevant training.
- The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
- To carry out tasks as reasonably required by the Headteacher.

Details of Line Management:

- This post is line managed by the SENCO

Notes:

- Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.
- This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.





Learning Support Department

Thank you for your interest in joining the Learning Support Department at St. Crispin's.

St Crispin's School is committed to inclusion. We work closely with our primary feeder schools so that we have a clear understanding of the individual barriers to learning that the young people joining us have. This enables us to offer the best possible support for students transitioning to us. We recognise the importance of early intervention and the Learning Support team works closely with every department to ensure the needs of all students are met. The work that we do, therefore, impacts on every department in the school and across all key stages.

The Learning Support Department is an enthusiastic, forward-thinking and flexible team who are committed to raising standards and supporting a wide range of pupil needs. I encourage my staff to develop their skills in areas of particular interest and allow them to grow in their roles. LSAs work across the whole school and we like to play to people's strengths, skills and experience.

We have a vast range of special educational needs and disabilities (SEND) at St. Crispin's, coming from all four areas of need outlined in the Code of Practice for SEND. There are currently over 50 pupils with a diagnosis of ASD, our largest area of SEND within the school. Sixty students have an Education, Health and Care Plan and a further 250 are on our SEN register.

Primarily, we aim to support students through small intervention groups. The groups range from literacy, numeracy, social skills and nurture groups.

You are very welcome to visit the school should you like to see the department first hand before you make an application, which I hope that you will go on to do.

Sue Towler

SENCO & Head of Department



Photo taken by Stewart Turkington Photography

About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.



The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

Visits to the School	Visits to St. Crispin's are warmly welcomed. To arrange a visit, please contact Sarah Hales - PA to Headteacher haless@crispins.co.uk or on: 0118 978 1144
Application form	Please complete The Circle Trust application form. Or, 'Quick Apply' form if applying via TES. These are the only forms that will be accepted. You should ensure that your personal statement is no more than two pages of A4.
References	We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.
Application closing date	The closing date for applications is **9.00am, Wednesday 3rd July.** Applications can be made via **TES quick apply** or **application form** on our school website. Please send your application to Sarah Hales - PA to Headteacher haless@crispins.co.uk or on: 0118 978 1144 Applications will be acknowledged by email on the next school day. Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early.
Interview Date	Week commencing **Monday 8th July.**
Checks	If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.
Offer of employment	We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

How we use your data

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact Sarah Hales either. Via email haless@crispins.co.uk or call on 0118 978 1144.



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St. Crispin's School
London Road
Wokingham
Berkshire
RG40 1SS

t: 0118 978 1144
www.crispins.co.uk

The Circle Trust

The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.