



**GREAT  
HEIGHTS**  
ACADEMY TRUST

*Achieving excellence together*

*The Great Heights Academy Trust strives  
to always provide an inspirational, positive and welcoming environment  
where there is a sense of pride and fun and where everyone works together  
with confidence, enthusiasm and mutual respect.  
We aim to nurture academic, personal, spiritual and social  
development in a caring and professional manner  
so that all achieve their full potential  
and all can reach GREAT heights.*



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**AA Teamworks**  
WEST YORKSHIRE SCITT



**Great Heights**  
Research School  
West Yorkshire  
Supported by the Education Endowment Foundation

**English Hubs**  
Great Heights English Hub

Providing a stronger, broader 2-18 trust offer in West Yorkshire

**Teacher of English - within the  
Medical Provision Team**

CANDIDATE INFORMATION PACK



## Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

## We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

## Our Vision and Values Statement

*The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.*

## Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

**G**

Great teaching and learning opportunities for all in the partnership

**R**

Real life opportunities to develop an understanding of the wider world

**E**

Enthuse a love of learning and mutual respect

**A**

Academic development to nurture potential for all

**T**

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.





### **JOB DESCRIPTION**

<b>Position:</b>	Teacher (Medical and Exceptional Needs Provision)
<b>Department:</b>	Medical Health Needs Team
<b>Pay Range:</b>	MS/UPS
<b>Prime Objectives of the Post:</b>	To carry out the professional duties of a teacher outlined in the most recent Teacher's Pay and Conditions document, including Teachers Professional Standards.
<b>Responsible to:</b>	Manager of Medical Health Needs

#### **Membership of the Trust**

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders

#### **Main Duties and Responsibilities**

1. Coordination of tracking and assessment processes, monitor, report and evaluate the effectiveness of the curriculum and its impact on pupil progress.
2. Pastoral responsibility for named pupils within the PRS including the setting and reviewing of targets through additional needs plans.
3. Responsibility for sharing progress with schools, parents and agencies, through home reports, placement reports and reintegration reports.
4. Set individual targets (academic and personal/social), review and report on progress for all pupils.
5. To plan and deliver the curriculum for individuals and groups of pupils with a range of complex needs.
6. To provide a stimulating educational environment for specific groups of pupils with a range of complex needs.
7. To contribute towards curriculum development and differentiation across the provision.
8. To share in maintaining good order and discipline.
9. To support pupils and staff in mainstream schools where necessary.
10. To prepare reports as necessary for assessing, planning, monitoring, reviewing and evaluating pupils' progress.
11. To attend meetings as required by the Manager of the Medical Health Needs Provision.
12. To advise schools with regard to the SEN Code of Practice where required.
13. To contribute to the maintenance of up-to-date records within the service.
14. Support of pupils and their parents/carers in enabling pupils to make the most of the educational opportunities offered by the Service.
15. To liaise with other agencies when appropriate ie: (Social Services, YOT, CAMHS, and Carers etc.) To develop education plans for individuals in the provision.

**Standard section for all jobs**

1. To keep abreast of developments in the areas of the National Curriculum, Special Educational Needs and teaching and learning.
2. To participate in Continuing Professional Development (CPD) and Performance Management as negotiated with the Head Teacher.
3. To carry out any other duties, appropriate to the level reasonably expected of a teacher relating to the efficient organisation of the service
4. The teacher's duties must at all times be carried out in compliance with the Great Heights Academy Trust Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
5. Take reasonable care of the health and safety of self, other persons and resources whilst at work.
6. Co-operate with management of the Service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
7. It is the duty of the teacher not to act in a prejudicial or discriminatory manner towards service users or employees and to report any such practice or behaviour to the appropriate individual.
8. To be responsible for carrying out the appropriate duties set out in the Teachers' Pay and Conditions Document as directed by the Head of the Provision.
9. Carry out your duties with due regard to current and future GHAT policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Council communications.
10. As part of your wider duties and responsibilities you are required to promote and actively support the Trusts responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

**Support for Pupils**

- Use skills/training/experience to support pupils and adjust activities according to pupil responses/needs.
- Assist with the development and implementation of IEPs.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Support pupils with individual holistic development as needed

**Support for Teachers**

- Work with other teachers to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.



- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake observations of pupils and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Administer and mark routine assessments and invigilate exams/tests.
- Provide general clerical and administrative support.

**General:**

- To uphold the Nolan principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the CEO/Board

**Membership of the Trust:**

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- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to, as requested from the Trust post holders.

**Safeguarding:**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

**Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out in the foregoing.

**Person Specification:** Teacher**Key to identification:** A = Application I = Interview R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
Qualified teacher status	✓		A/I
Evidence of current CPD activity in the last 2 years	✓		A/I
Relevant professional qualification		✓	A/I
Experience	Essential	Desirable	A/I/R
Proven track record of at least 2 years of teaching experience in the secondary sector	✓		A
Extensive experience of using and adapting a range of teaching, learning and behaviour management strategies	✓		A/I
Ability to use effective systems and procedures for quality assurance management in supporting pupil attainment	✓		A/I
Experience of effectively deploying support staff in the classroom	✓		A/I
Experience of accurately assessing student progress and using assessment data to inform future learning opportunities	✓		A/I
Experience of incorporating ICT into learning opportunities	✓		A/I
Evidence of effective partnerships with relevant agencies	✓		A/I
Experience of effective teaching in more than one school		✓	A/I
Experience of leading school development initiatives successfully		✓	A/I
Knowledge and understanding	Essential	Desirable	A/I/R
Knowledge of current and emerging good practice in relation to contributing to developing a computing curriculum, giving examples	✓		A/I/R
Knowledge of current safeguarding issues	✓		A/I
Knowledge of strategies to maximise progress and achievement for all children, including pupils with special educational needs	✓		A/I/R
Understanding of fostering links with home, school and other external partners	✓	✓	A/I/R
Skills and abilities	Essential	Desirable	A/I/R
Excellent interpersonal and general communication skills	✓		A/I/R
Ability to work independently and as part of a team	✓		A/I/R
Ability to prioritise workload to meet deadlines	✓		A/I/R





Willing to work within organisational procedures, processes and to meet required standards for the role.	✓		A/I/R
Be flexible, resilient and demonstrate the ability to work well under pressure.	✓		A/I/R



## ► Reasons to work at Great Heights Academy Trust



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Career Opportunities

Career opportunities across the MAT.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Cycle to work scheme

Tax free cycle scheme.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

