



The **GALLERY TRUST**



A community of special schools

**Trust Lead Practitioner – Tutor of SEND**

**Candidate Information Pack  
October 2022**

## **Welcome**

Thank you for your interest in becoming a Trust Lead Practitioner – Tutor of SEND at the Gallery Trust. As a new post within the Trust, this is an exciting opportunity for individuals who aspire to become a qualified teacher to join a thriving Special Multi Academy Trust.

The Gallery Trust has grown from a single special academy in 2013 to the largest special MAT in Oxfordshire with six schools across the county. The Trust is continuing to grow, with two free special schools in the pre-opening stage.

The successful candidate will be able to demonstrate delivery of personalised, inclusive lessons, promoting high standards within a class team, a flexible, student centred approach and development of strategies that support young people in overcoming barriers to learning. The Trust Lead Practitioner – Tutor of SEND will be based at Orion Academy in the first instance but can be deployed on short term or long-term placements to other academies within the Trust.

Orion Academy provides education for secondary aged students with a range of Special Educational Needs and Disabilities, including Autistic Spectrum Disorder, Social, Emotional and Mental Health Needs, and Cognition and Learning Needs, on its site on the outskirts of Oxford. The Academy moved into new, state of the art buildings in September 2021. The new facilities offer a wide range of exciting curriculum and vocational opportunities to learners, and a fantastic working environment.

All students who attend Orion Academy have an Education, Health and Care Plan, which describes their special needs and drives their educational provision. Orion Academy currently offers places to 100 students, and the roll of the school will rise steadily over the next three years to cater for 108 students, aged from 10 to 18 years. Students attend from throughout the county, and transfer from our SEND feeder school, Northern House Academy, and from mainstream primary and secondary schools.

Students are taught through a differentiated and bespoke curriculum designed to enhance academic and social development, with a strong emphasis on independence skills. Classes are grouped into stage, not age, allowing innovative and creative approaches to teaching and learning, and are taught predominantly by a class teacher, supported by additional class adults. The Academy provides support for the social and emotional needs of students through a qualified and skilled therapeutic team, underpinned by a Trust pastoral support team. The offer to students is enhanced by additional specialist therapies and interventions, which include Digby, our lovable therapy dog!

Thank you for your interest in the Trust Lead Practitioner – Tutor of SEND position. This is an exciting time to join the Gallery Trust and we look forward to receiving your application.



*Kay Willett, MBE  
Chief Executive Officer*

## **Trust Lead Practitioner – Tutor of SEND**

**Contract:** Full time, permanent

**Grade:** 11

**Annual salary:** £35,336 - £38,553 per annum

**To Start:** As soon as possible

If you aspire to become a qualified teacher, this could be a great opportunity for your professional development, which will widen your SEND experience by being part of a dedicated team that delivers a bespoke curriculum including academic and vocational opportunities, emphasising social development and independence skills.

This is an exciting opportunity for individuals who have a strong commitment to professional development and are keen to provide outstanding education and support to young people.

All aspects of the role and responsibilities for this position are focused on providing positive experiences for pupils, supporting with their education and pastoral care, and liaising with families to get the best possible outcomes.

The role will deliver this through:

- Delivering highly personalised, inclusive lessons
- Completing termly assessments that include multimedia evidence of achievements
- Working closely with other professionals and families
- Being a lead professional in the class, promoting and establishing high standards in your class team
- A flexible, innovative and student-centered approach, which supports not only excellent teaching and learning, but also the emotional and mental wellbeing of students and their individual needs.
- Developing strategies to support young people in overcoming barriers to learning
- Contributing to our continual journey of school improvement
- A curriculum model which is designed around our children and young people

### **Benefits of working at The Gallery Trust**

#### **Professional development opportunities**

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

#### **Financial**

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Excellent terms and conditions
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Generous public sector occupational sick pay

- Free eye tests and a contribution towards glasses for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work
- Free onsite parking

### **Wellbeing**

- The opportunity to be a key member of a friendly and supportive staff team, dedicated and committed to improving outcomes for students
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance including private external counselling free of charge
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- Generous annual leave entitlement for support staff, increasing with length of service
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Cycle to work Scheme

In a staff survey undertaken in March 2022, 100% of responses for staff at Orion Academy said that staff were proud to work at the Academy, that they enjoyed their role and that they regarded their work as meaningful.

### **Application Process**

To apply for this position, please submit an application form via email to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) or by post.

If you have any questions regarding this role or would like to visit the school before applying, please contact Charlotte Roberts via the main school line, 01865 771703.

**The deadline for applications is 17:00 Sunday 6<sup>th</sup> November 2022.**

**Interviews will be held on 10<sup>th</sup> or 11<sup>th</sup> November 2022.**

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs.

If you are shortlisted, we will take up written references before your interview, so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

## **JOB DESCRIPTION**

### **Trust Lead Practitioner – Tutor of SEND**

#### **Job Purpose:**

To assist and support the Head Teacher and teaching staff in providing high standards of pastoral care and teaching and learning across the curriculum and to promote The Gallery Trust's vision and ethos.

#### **Introduction:**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all duties and responsibilities shown below will be under the reasonable direction of the Executive Head Teacher. The Executive Head Teacher and Head Teacher will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description.

#### **Teaching and learning**

- Ensure all pupils in their care within the academy receive an exciting, effective and appropriate education as outlined in their Educational Health Care Plan (EHCP) and in accordance with the school's curriculum framework.
- Monitor, evaluate and report on the quality of teaching and learning and classroom management standards
- The provision of suitably differentiated work to meet the individual needs of the pupils
- Provide reports for annual EHCP reviews and annual reports
- Produce termly outcome plans for pupils
- The curriculum planning and review cycle is maintained in accordance with the school's planning framework and policy
- On-going assessment of pupils' work and abilities through comprehensive record keeping based on the academy's agreed format
- Maintenance of good discipline in line with the academy's 'Restorative Approaches' policy
- Contribute, wherever appropriate, to the display, presentation and celebration of pupils' work
- Safeguarding and promoting the welfare of all pupils

#### **Wider responsibilities relating to whole academy issues and procedures**

- Work for the positive development of the academy, in line with the 'Raising Achievement Plan'
- Attend staff meetings, curriculum forums or any other relevant meetings within the stipulated 1265 directed hours
- Take a share of supervisory duties as part of the weekly routine as necessary

- Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and colleagues, in accordance with the requirements and locally adopted policies: including taking responsibility for raising concerns with a manager

### **Specific responsibilities agreed between the Head Teacher and the Unqualified teacher**

In addition to the duties outlined in the School Teachers Pay and Conditions document currently in operation, or any subsequent legislation, you will be responsible for the following:

#### **Class Teacher Responsibilities**

- Teaching across a range of subject areas in line with the school curriculum.

#### **Staff development and support**

- Taking part in and/or delivering INSET training throughout the academy, as appropriate

#### **Links with parents, Local Authority and the wider community**

- Encourage full parental participation in the work, life and development of the school and make sure they are fully informed of their child's progress. To be available to deal with parental concerns and provide support where possible or refer to other professionals or agencies.
- Work co-operatively with the Governing Body and Trustees
- Liaise and co-ordinate with external agencies and other professionals

#### **Standards and Quality Assurance**

- Provide specialist advice and guidance as required
- Support the aims and ethos of the academy
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Participate positively in training and professional development
- Take part in support staff appraisal
- Meet deadlines as required

#### **General Responsibilities**

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by line manager
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the Academy's policies and procedures
- The jobholder is expected to observe their obligations in accordance with the Academy's Safeguarding Policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.

- The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority without observing the correct procedure for disclosure as set out in the School's Data Protection Policy

**Selection Criteria**  
**Trust Lead Practitioner – Tutor of SEND**

|                                   | <b>Essential</b>   | <b>Desirable</b>   |
|-----------------------------------|--|--|
| Education/Training                | <ul style="list-style-type: none"> <li>• Degree or equivalent</li> </ul>   | <ul style="list-style-type: none"> <li>• Basic First Aid</li> <li>• Qualifications linked to SEN</li> <li>• Team Teach trained</li> </ul>  |
| Experience                        | <ul style="list-style-type: none"> <li>• Successful experience of supporting pupils with SEN</li> <li>• Evidence of strategies used in order to raise pupil achievement</li> <li>• Experience of interactive teaching methods</li> <li>• Evidence of differentiation of the curriculum</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of teaching, planning or assessing</li> <li>• Effective involvement in school improvement planning and monitoring</li> </ul>   |
| Professional Knowledge and Skills | <ul style="list-style-type: none"> <li>• Knowledge and experience of developing a purposeful learning environment and using a range of strategies to promote good behaviour</li> <li>• Respect for pupils' social, cultural, linguistic, religious and ethnic backgrounds with an understanding of how these may affect their learning</li> <li>• Understanding the importance of team working with teaching assistants in maximizing pupils' learning</li> </ul>  | <ul style="list-style-type: none"> <li>• Awareness of current initiatives, issues and legislation</li> <li>• Knowledge and experience of applying a framework of curriculum planning which: includes long and short-term plans; requires learning objectives to be identified for classes, group and individuals; enable monitoring, assessment and recording of pupils' progress</li> </ul> |
| Personal Skills and Qualities     | <ul style="list-style-type: none"> <li>• Strong commitment to raising standards</li> <li>• High expectations of self and others</li> <li>• Ability to establish and maintain positive relationships, including with parents</li> <li>• Ability to remain positive and enthusiastic, including when under pressure</li> <li>• Good communication skills</li> <li>• Effective computing skills</li> <li>• A 'can do' attitude with values aligned with the school's values</li> <li>• Aspiration to become a qualified special school teacher</li> </ul> |  |