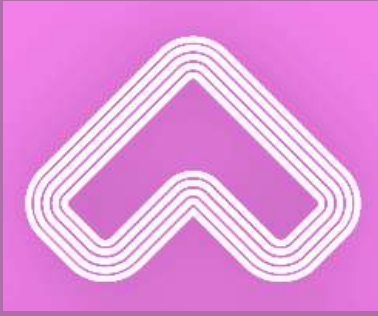


ONTRACK EDUCATION



**PART-TIME ENGLISH
TEACHER**
SWIFT HOUSE, QUIDENHAM

ON TRACK EDUCATION SERVICES



On Track Education provides specialist education for young people with diverse and complex needs. Established in 2004 by a dedicated team of Special Educational Needs (SEN) teachers, we now operate nine independent schools across England. At the heart of our philosophy is a commitment to providing a nurturing, personalised, and needs-led educational experience, aiming to restore young people's self-confidence and self-motivation through flexible programmes that combine academic, vocational, and outdoor learning opportunities.

On Track Mildenhall

The Swift House site is part of the On Track school in Mildenhall. Swift House is set in stunning scenery on a very peaceful country estate in Quidenham, Norfolk.

Our school is a small independent special school for pupils aged 11 to 16 with behavioural, emotional and social difficulties. The school has been established for 15 years and was last inspected by Ofsted in March 2023, receiving judgements of 'good' in all categories. Our pupils engage in an interesting and inspiring curriculum that leads them to gain accreditation, including a range of GCSEs, BTEC and Level 1 / Level 2 qualifications.



Swift House provides a full curriculum up to GCSE level along with additional enrichment opportunities. Both Schools are working towards becoming Thrive Schools of Excellence and Eco Schools. Both the Mildenhall School and Swift House, aim to develop positive attitudes to learning and to prepare pupils with the diverse skills and knowledge needed, for a successful transition into further education, employment and beyond.

RECRUITMENT AND SELECTION STATEMENT

The safe recruitment of staff is the first step in the effective safeguarding and promoting the welfare of our pupils. On Track Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

On Track Education recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. On Track Education is committed to ensuring that the recruitment and selection process is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. On Track Education will uphold its obligations under law to not discriminate against applicants.

On Track Education will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The following pre-employment checks will be required:

- Receipt of at least two satisfactory references, one from most recent employer*
- verification of the candidate's identity
- a satisfactory enhanced DBS check (including barred list information)
- verification of the candidate's mental and physical fitness for the post
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempted)
- the production of evidence of the right to work in the UK
- a check for a teacher prohibition order
- a check for a section 128 direction (for management positions)
- online searches may be conducted on shortlisted candidates to help identify any issues that are publicly available

NB It is illegal for anyone who is barred from working with children to apply for, or work in our schools in any voluntary or paid capacity.

- On Track Education will contact current and previous employers, if an applicant is shortlisted, as part of pre-appointment checks. In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. On Track Education will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.
- If the person has lived or worked outside the UK, further checks will be carried out, including overseas criminal record checks and obtaining a letter of professional standing from the professional regulating authority in the relevant country or countries

RECRUITMENT AND SELECTION STATEMENT

On Track Education will take up any discrepancies or anomalies in the information provided or issues arising from references at interview. On Track Education will contact current and previous employers of those applicants. On Track Education will keep and maintain a single central record of recruitment and vetting checks, in line with the statutory requirements.

On Track Education requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.

All posts within On Track Education are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. You can obtain independent, confidential advice on which cautions or convictions that must be disclosed by contacting the following agencies:

NACRO: <https://www.nacro.org.uk/criminal-record-support-service/>

UNLOCK: <https://www.unlock.org.uk/advice-support>

A previously issued Criminal Records Disclosure Certificate will only be accepted in certain restricted circumstances. On Track Education is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s).

EQUALITY, INCLUSION AND DIVERSITY

ON TRACK EDUCATION IS COMMITTED
TO THE PRINCIPLE OF EQUAL
OPPORTUNITY IN EMPLOYMENT

On Track Education is committed to the principle of equal opportunity in employment. The terms equality, inclusion and diversity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All job applicants, employees and workers (including agency workers) are covered by this policy and it applies to all areas of employment including recruitment, selection, training, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Company.

Management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant, employee, or worker receiving less favourable treatment because of a protected characteristic within the Equality Act 2010 which are race (including colour, nationality, ethnic or national origin and caste), religion or belief, disability, sex, sexual orientation, pregnancy or maternity, gender reassignment, marriage/civil partnership and age. In accordance with our overarching equal treatment ethos, we will also ensure that no-one is treated less favourably on account of their trade union membership or non-membership, or on the basis of being a part-time worker or fixed term employee. The Company's objective is to ensure that individuals are selected, promoted, and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.



ENGLISH TEACHER

Responsible to:	Mandy Taylor, Head Teacher
Location:	On Track Education Swift House
Salary:	£28,620 – £39,300 per annum dependent on qualifications and experience.
Contract type:	Three days a week 8.30am to 4.30pm. Specific days to be discussed at interview.



SAFEGUARDING

At On Track Education, creating a safe, inclusive and respectful environment is central to everything we do. As part of our team, you will be expected to:

- Always follow the Staff Code of Conduct policy, modelling integrity and professionalism at all times
- Familiarise yourself with, and adhere to, all school policies and procedures
- Remain vigilant and proactive in identifying any safeguarding or child protection concerns and report them promptly through the correct channels
- Engage positively in all training opportunities to remain well-informed and up to date



CORE REQUIREMENTS

In this role, you'll be part of a collaborative team committed to making a difference in the lives of young people. You will bring not only the right experience but also the personal qualities that inspire trust and engagement. In particular, you will:

- Build confidence and trust in both pupils and colleagues
 - Collaborate effectively and foster strong, positive relationships across the school
 - Engage and motivate pupils, supporting both their academic progress and emotional well-being
 - Hold high expectations for every learner, celebrating individuality and effort
 - Lead by example with professionalism, positivity and integrity
 - Actively contribute to the continuous development and improvement of the school
 - Champion a strong safeguarding culture and prioritise the welfare of every child
 - Work within school policies and uphold them consistently
 - Maintain confidentiality and professionalism at all times
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JOB PURPOSE

- To plan and deliver an engaging and aspirational curriculum that supports all pupils to make good progress, enjoy learning, and achieve success. In addition, you will be required to work collaboratively with the Head Teacher to develop, promote and enhance the quality of teaching and learning across the whole school.
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JOB DESCRIPTION

Key tasks

- Plan and deliver clear, high-quality lessons that support pupils in making good, or outstanding progress and help embed key concepts in long-term memory
 - Set individualised learning targets based on prior attainment, ensuring teaching meets the unique needs of each pupil
 - Plan to support and meet the specific special educational needs of your pupils
 - Develop or quickly gain expert subject knowledge to ensure confident and effective delivery
 - Ensure all pupils grasp key concepts by regularly checking understanding and addressing misunderstandings
 - Assess pupil progress and provide timely, constructive feedback to inform and refine your teaching
 - Promote reading across your subject to build pupils' fluency, confidence and enjoyment
 - Develop the subject-specific schemes of work for all year groups that are coherently planned and lead to sufficient knowledge and meaningful accreditation where appropriate
 - Ensure all learning builds towards clear end goals that prepare pupils for the next stage in their education, training or employment
 - Report on pupil progress in line with school policies and expectations
 - Maintain a safe, engaging and purposeful classroom environment that promotes focus and enthusiasm for learning
 - Manage behaviour positively and consistently, in line with school policies and procedures
 - Provide pastoral support where needed, contributing to the emotional well-being of pupils
 - Participate in school events and activities as required
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PERSON SPECIFICATION

EDUCATION	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
	<ul style="list-style-type: none"> • Qualified Teacher status (Pre or Post 16) • GCSE English and Maths grade 4 or equivalent 	<ul style="list-style-type: none"> • A degree or equivalent. • Higher degree qualification, postgraduate courses.
EXPERIENCE		
	<ul style="list-style-type: none"> • Evidence of successful and recent teaching responsibility of English • Experience and Understanding of Special Education 	<ul style="list-style-type: none"> • Evidence of successful and recent class/group teaching responsibility to GCSE or equivalent vocational level • Evidence of substantial teaching experience
KNOWLEDGE & UNDERSTANDING		
	<ul style="list-style-type: none"> • Knowledge of relevant Education Legislation. • Knowledge and understanding of Ofsted inspection requirements and compliance with DfE regulations and standards. • Ability to prepare and deliver a progressive curriculum using a range of teaching styles and methodologies • Knowledge and understanding of continuous assessment and how to use this to improve teaching and learning • Knowledge and understanding of national accreditation and exam board procedures • Awareness of strategies to effectively manage the behaviour of the most vulnerable and needy children and young people. • Understanding of how to set and monitor behavioural targets. • Knowledge and understanding of the SEN Code of Practice and its implementation 	<ul style="list-style-type: none"> • Knowledge of independent school standards
PERSONAL QUALITIES		
	<ul style="list-style-type: none"> • Able to establish and develop good relationships with all involved in the school. • Ability to communicate effectively in writing and orally. • Competent in the use of ICT. • Flexible and approachable. • Resilient under pressure. • Ability to maintain a good sense of humour • High levels of tolerance. • Professionalism. • Integrity. • Trustworthy and dependable. 	
ATTITUDES		
	<ul style="list-style-type: none"> • A commitment to the vision and values espoused by On Track Education. • A desire to meet each child's individual educational needs. • A belief in the intrinsic value of all pupils • A commitment to providing unconditional support and approval to all pupils • Commitment to own continuous professional development • Commitment to safeguarding and promoting the welfare of children and young people. • Commitment to equality of opportunity. • Commitment to race and gender equality and social inclusion. 	



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