

Southfield School



Candidate Information Pack

Vacancy:

SEND Primary Class Teacher

Introduction

We are looking for an ambitious and highly motivated primary class **SEND Teacher** to join our incredible workforce. We are seeking a teacher who is committed to raising standards of learning and has a flexible and caring approach to our special needs children. Our classes are no bigger than 14 children to enable a better environment for our children's learning.

Contract Type

This is a permanent, term-time only position.

Start Date

September 2026

Please note: If we receive a high volume of applications, we may close this advert early. Southfield School reserves the right to interview and appoint candidates on receipt of applications before the closing date. We encourage you to submit your application as soon as possible.

Salary

£41,075 - £52,490 FTE

About the School

Southfield is a primary school for over 100 pupils with Learning Difficulties, which include, Autism, Speech Language and Communication Needs, Global Developmental Delay, and other conditions.

Admissions are via the Local Authority, and the present criteria is that children are accessing learning approximately 50% below their chronological age. We follow the EYFS and Key Stage 1 National Curriculum and adapt these to meet the individual interests and needs of our pupils. We do this through a 3 Phase curriculum that is presently being developed. Priority is given to communication, self-regulation, independence and functional Literacy and Maths. We use a wide range of approaches and strategies to support learning, including multi-sensory communication, social stories, TEACCH and Hertfordshire Steps. We also work with a range of professionals, from advisers in the Local Authority to Therapists and social care colleagues. Access to sporting and creative arts



organisations, provide a range of enhanced learning opportunities, both in school and the local area.

Southfield is going through a period of rapid and exciting change, that you could be part of. It is a journey of challenge, in the pursuit of excellence, but one that provides huge rewards both personally, in your professional development and when you see the difference you make to the lives of our young people and their families.

About the Role

Teaching:

- Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder.
- Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for statutory and non-statutory assessments.

The Class Teacher will also:

- Lead, manage and oversee their class teaching team.
- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD).
- Meet the expectations set out in the Teacher's Standards.
- Fulfil duties reasonably directed by the Headteacher.

N.B. The duties listed are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Key Responsibilities

In addition to core teaching responsibilities set out above, you will be required to undertake the following:

- Take overall responsibility for the coordination of teaching, planning, learning and assessment within a curriculum area.
- Take overall responsibility for the quality and standards of teaching and learning in a curriculum area.
- Encourage good working practices and provide leadership, direction and support to the class team.
- Oversee all aspects of the class organisation and management including the preparation and chairing of meetings.
- Ensure the effective transition of pupils from class to class and school to school and if necessary, communicate with stakeholders to ensure continuity and progression.
- Make a significant contribution to the schools' development.
- Evaluate achievement, attainment and pupils' progress data and provide this information and reports to the senior leadership team, governors and other stakeholders as required. This will include but not limited to: EHCP reviews, CLA reviews, ePEPs and school reports to parents.
- Implement and monitor the school Behaviour Policy and Charter.
- Manage and facilitate the induction process of new members of staff to your class, which includes making sure they have read all the key documentation for each child and understand the key teaching processes and routines for each individual.

Whole-school organisation, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the school's vision and values.
- Work with others on curriculum and pupil development to secure coordinated outcomes.

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Working with colleagues and other relevant professionals:

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

Management of staff and resources:

- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff, where required.
- Monitor quality and standards of resources delegated to them.

Professional development:

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching and overall performance.
- Where appropriate, take part in the appraisal and professional development of others.

Communication:

- Communicate effectively with pupils, parents/carers, colleagues, governors and other stakeholders.

A word from our Headteacher

Are you bored with life? Looking for a new challenge? Have a desire to work in an environment where you can make a 'real' difference to the lives of young people? If so, Southfield School is the right environment for you.

We are a family with over 100 pupils. No two students are alike, and no two members of staff are alike. Our pupils all have challenging ASD and associated conditions.

Our school vision is to support all children, so they thrive during their time at Southfield School and are prepared socially, emotionally, and academically for their next steps in education. Collaboration with parents and carers and the entire multi-disciplinary team who support our students is vital and key to our success.

Everyone plays a part in the future of our students with staff skills being used in order that we have a huge range of skill set and expertise. Everyone makes a difference to the lives of our students and families.

We are looking for like-minded, resilient staff who are passionate and who can work in a team.

If you have yet to find what it is that you were meant to do with your life – Southfield School may be what you have been searching for.

Come and join us and make a difference to the lives of children every day.

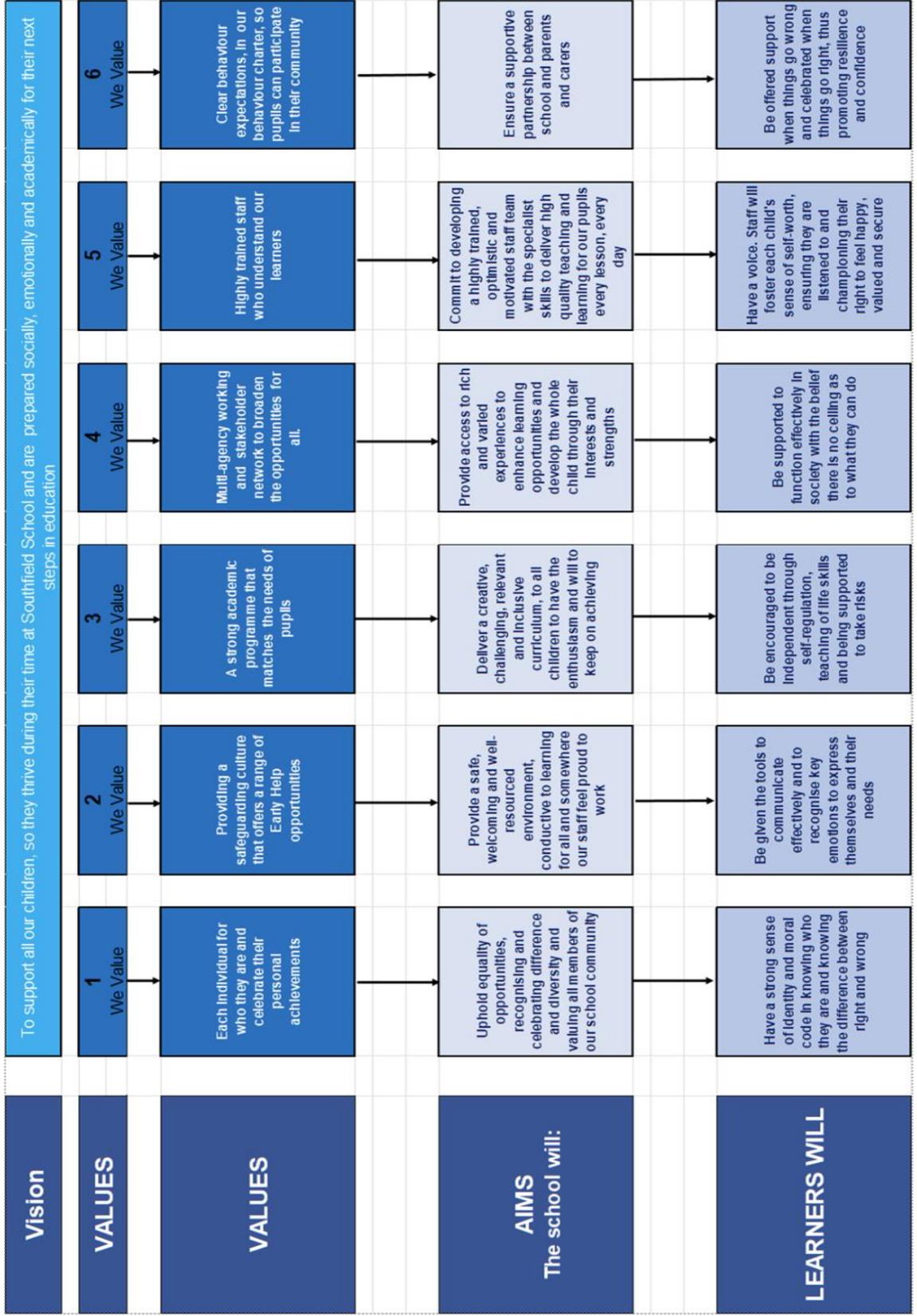


Angela O'Rourke
Headteacher



Our Vision and Values

A Bright Future for ALL



What We Offer

Working at Southfield School is more than just a job – it's a career with meaning, and whether you are working directly with our young people or in a supporting role, the work you do ultimately helps to change lives.

We recognise that our employees are the key to helping us achieve our ambitions and deserve to be valued and supported.

Our rewards and benefits include:

- 24 hour employee assistance programme (EAP) for advice, information and support
- Local Authority Cycle to Work Scheme.
- Free and ongoing high quality training and development.
- Free car parking on site.
- Staff uniform.
- Subsidised break out area / staffroom with hot and cold drinks.
- Staff recognition scheme.
- Termly staff raffles.
- Highly supportive team environment.
- Mentors to assist with career development and progression.
- Pension Scheme via Herts CC – Please follow the link for further information regarding teacher pensions and rates of contributions: <http://www.teacherspension.co.uk/>

Post Application Information

Equal Opportunities Monitoring Form

At Southfield School, we want our workforce to reflect the diversity of the community we serve. It is our policy to ensure that job applicants and employees are treated justly, and are recruited, selected, trained, and promoted on the basis of the job requirements, skills and abilities. We will ensure that people are not disadvantaged by conditions or requirements, which cannot be shown to be justified as being necessary for the effective performance of the job. You are under no obligation to complete this form, however if you do you are agreeing, under the Data Protection Act 2018 that Southfield School may hold and use personal information about you for monitoring purposes.

Safeguarding

Southfield School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults to ensure that they are protected from harm. All conditional offers of employment are subject to the following pre-employment clearances:

Satisfactory Medical Clearance

All successful candidates complete a medical questionnaire and may be required to pass a medical examination by the Southfield School.

Satisfactory References

It is the school's practice to take up 2 references from your last two job references. Referees must not be a member of your family, or spouse/partner and the reference must be provided on letter headed paper or come from a work email address. If you are a recent school or further education leaver, one of your references must be from your school or college. Occasionally more than two references may be required, if this is the case, we will inform you before we contact former employers.

In line with our safer recruitment policy, we will take up references ahead of interview. Once we have received your references, we will call your referees to verify that the reference is

from them as part of the keeping children safe in education requirement. No employment will be offered until 2 satisfactory references are received.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 makes it unlawful for prospective employers to consider offences in relation to which the person concerned is deemed to be rehabilitated. This means that after a certain period (dependent on the seriousness of the offence and length and severity of the punishment), the person concerned is to be assessed as if the conviction has been 'spent' (i.e. treated as if it had never occurred). Rehabilitation periods vary according to the type and length of conviction originally incurred. All posts within the school are covered by the Rehabilitation of Offenders Act (Exemptions) Order 1975 and DBS clearance is required and therefore detail must be given about all convictions, whether spent or not.

Disclosure and Barring Service (DBS) (Previously CRB) Clearance

As all posts require a DBS check, the successful candidate will be required to complete the appropriate DBS documentation. The successful candidate will be unable to take up the appointment until the clearance is received from the DBS. The timescale for these checks is outside the Southfield School's control.

Prohibition from Teaching

All teaching appointments are subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

Evidence of Qualifications

We will need evidence of the qualifications (original certificates) you specify in your application form. Originals must be brought to the interview for candidates who have been short-listed. Copies will not be accepted.

Eligibility to work in the UK

To comply with the Asylum and Immigration Act 1996 (As AMENDED) (Immigration, Asylum and Nationality Act 2006), all employers in the United Kingdom are required to make basic documentation checks on every person they intend to employ. We ask all short-listed applicants to provide proof that they can be legally employed. We must see satisfactory proof in the form of original documentation before we can confirm any offer of employment. If we do not see satisfactory proof, an offer of employment can be withdrawn.

The complete list of documents that may be accepted as proof of your identity, along with information on the number and types required can be found below. There are three routes as outlined, however where possible, we encourage short listed applicants to produce documents which adhere to Route 1 of the ID Checking process to avoid delays in the ID checking process.