



Annual Review Facilitator

(3 Days)

Applicant Information Pack



www.chelvestonroadschool.org

Chelveston Road School is part of Better Together Learning Trust, a charitable company limited by guarantee and registered in England and Wales with company number 08722556. The registered office is Friars Close, Wellingborough, Northamptonshire. NN8 2LA



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March 2026

Dear Applicant

Thank you for your interest in the position of Annual Review Facilitator at Chelveston Road School. The enclosed Applicant Information Pack contains full details of the position and useful information to inform you about our Trust, School and the post.

Chelveston Road School is a school for students with special educational needs and disabilities. The school is part of the Better Together Learning Trust and caters for students with a range of learning and cognition needs as well as autism. We have a dedicated staff and currently have 147 students on role aged between 11-18

In September 2025 we welcomed our final cohort of students to our school.

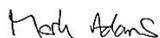
Chelveston Road School's leadership team welcomes applications from dynamic individuals who will make a positive difference to the lives of young people with SEND, all under the umbrella of Better Together Learning Trust's core value of 'Every Child, Every Chance, Every Day'.

This is a wonderful opportunity for a caring, patient and understanding person to be part of a committed team.

When completing your application please include a covering letter addressing all the essential qualities listed in the person specification. Please limit this to no more than two sides of A4 paper.

We look forward to receiving your application for this post.

Yours faithfully



MARK ADAMS
Head of School
Chelveston Road School

Introduction to Better Together Learning Trust

Better Together Learning Trust, is a charitable company limited by guarantee and registered in England and Wales.

Our schools are co-educational community special school for students aged 11-18, who have Education Health & Care Plans identifying them as having learning difficulties. Each has a small post-16 unit for those students who would find transition to college at 16 a challenge. The students may be those that find learning a slow difficult process or they may be students with specific difficulties who are not achieving their full potential. A team of experienced and dedicated staff work hard to provide a secure, caring and safe environment where everyone is: valued, encouraged to feel confident, appropriately challenged and prepared for the next step in life. The Academy is a happy place to work and learn and we are proud of our students' achievements.

Students are admitted following assessment of their needs by the Local Authority in consultation with parents/carers and in accordance with the Trust's admission statement.

Introduction to Chelveston Road School

Chelveston Road School is part of Better Together Learning Trust, a charitable company limited by guarantee and registered in England and Wales.

Chelveston Road is a special school for students aged 11-18, who have an Educational Health & Care Plan identifying them as having learning difficulties and autism. There is a small post-16 unit for those students who would find transition to college at 16 a challenge.

The school occupies an attractive site close to local amenities on the edge of Rushden. A team of experienced and dedicated staff work hard to provide a secure, caring and safe environment where everyone is: valued, encouraged to feel confident, appropriately challenged and prepared for the next step in life. The school aims to be a happy place to work and learn where we can be proud of our students' achievements.

Students are admitted following assessment of their needs by the Local Authority in consultation with parents/carers and in accordance with the school's admission statement.

School Aims

The school (staff and governors) aims to provide a high-quality education for students with special educational needs, in partnership with parents/carers and the wider community.

We believe that: -

- at the heart of our School is the view that "Every child, every chance, every day".
- the management of behaviour and the development of self-discipline is an essential first step to creating a successful teaching, learning and working environment.
- students and staff function more effectively in a safe, positive, supportive environment.
- students have a right of access to a broad curriculum.
- opportunities will be given to students which will enable them to fulfil their potential and prepare them for their future in becoming good citizens in our society.
- the school will make a valuable contribution to the local community of which it is a part.
- there is commitment to equal opportunities for all.

These aims are supported in different ways by all associated with Better Together Learning Trust: governors, staff, parents/carers and students.

Admissions

The school will meet the needs of students who: -

- have attainments well below the expected range of their peers with additional difficulties that may include physical difficulties, speech and language delay, low self-esteem and sensory impairment.
- have learning difficulties.
- have a diagnosis of Autistic Spectrum Disorder that requires structured teaching and may require discrete provision. Students will usually be working above the P scale levels.
- The Academy does not meet the needs of students with SEMH, profound and multiple learning difficulties (PMLD) with additional complex needs or those who require complex medical intervention.

Provision for Students with Autism at Chelveston Road School

The TEACCH approach is regarded as one way of working with students with autism and as many opportunities as possible are created to help young people integrate and function in a world that is not TEACCH organised, giving greater independence in their life out of school.

Provision for Students with Learning Difficulties

The school is well-resourced for meeting the very wide range of needs associated with students who have learning difficulties. Students will be based in key stage classes and will have access to the excellent facilities that exist in the school. These include specialised areas concerned with Food Technology, Design Technology, Science, Computing, and Physical Education.

The main aims of this provision are as follows:

- to build on, consolidate and generalise previous learning gained at primary school level.
- to enable everyone to gain the greatest possible degree of personal independence.
- to develop interpersonal skills associated with personal and social development.
- to enable everyone to access their entitlement to a curriculum which is broad, balanced and appropriate to their needs, delivered by methods which are intended to both motivate and challenge.
- to ensure that students' achievements are nationally recognised.

The School Site and Buildings

Chelveston Road School is a purpose built secondary special school located on Chelveston Road, Rushden.

The school and its grounds will be well maintained and a pleasant place to attend and work. All stakeholders are expected to take a pride in the school and to look after the environment.

The school has a very active eco-friendly approach to all aspects of the management of the site.

The school is well equipped to deliver the full range of subjects and offers an exciting range of practical opportunities and activities. Each classroom is equipped with ICT facilities including interactive boards and computers. There are the following fully equipped specialist rooms: Art, Resistant Material Technology, Food Technology, Computing, Expressive Arts (for drama, dance & music), Science and a Fitness Suite. There is a hall (large enough to accommodate the whole school) which is used for PE, assemblies, formal performances and presentations and a learning resource with ICT facilities, medical facilities, hygiene room and specialist toilet facilities. There are also newly developed outdoor learning areas, together with dedicated specialised rooms to provide further pupil support.

Our post-16 provision opened in September 2022. The provision is part of a post-16 consortium with other special schools in the Local Authority.

The school enjoys an on-site catering facility. Food is freshly cooked daily to provide a hot meal service for students and staff at the school.

Community Links and Support Services

Chelveston Road School is already creating many links with the local and wider community through work and community experience schemes, fundraising for charities, support from local charities and close liaison with local schools, in addition to several industrial and business links.

The school enjoys strong links with our primary feeder schools, especially our colleagues at Rowan Gate Special School.

Chelveston Road School will also build on the Trust's relationships with many local agencies including educational psychologists, speech therapists, physiotherapists, occupational therapists, and audiologists.

The school first aiders can liaise with the school nurse and other professionals who regularly visit the school. The school nurse is available to see parents at the school premises by arrangement.



Better Together Learning Trust

Better Together Learning Trust was formerly known as Friars Academy Trust. The Trust currently consists of two schools, Friars Academy and Chelveston Road School.

Both schools provide high-quality education for students with special educational needs, in partnership with parents/carers, the local community and the Local Authority.



Friars Academy
Friars Close
Wellingborough
Northants
NN8 2LA

Head of School
Mr J Budd

www.friarsacademy.org
Tel: 01933 304950



Chelveston Road School
Chelveston Road
Rushden
Northants
NN10 8HN

Head of School
Mr M Adams

www.chelvestonroadschool.org
Tel: 01933 834490



Better Together Learning Trust
c/o Friars Academy

Chief Executive Officer
Mrs S Ijewsky
www.bettertogetherlearningtrust.org

BETTER TOGETHER LEARNING TRUST JOB DESCRIPTION

Annual Review Facilitator

Better Together Learning Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Grade: **Grade H, Points 14-20**
19.5 hours per week over 3 days/39 weeks per year

Accountable to: Head of School
Performance Reviewer: Deputy Head

Key Role / Functions:

Work in accordance with guidance given by the Deputy Head and/or senior staff to conduct and administer annual reviews for all students within the school.

SPECIFIC DUTIES AND RESPONSIBILITIES

To be solely responsible for the annual review system and to ensure the smooth running of these throughout the school year.

- To liaise with staff and parents to arrange review meetings.
- To ensure that all relevant paperwork is collated, and
- To prepare and issue in a timely fashion all paperwork relating to the annual review meetings

Pupils Person Development and wellbeing, care guidance and support
Relating to student IEP's.

- To monitor targets set for individual students
- Give guidance and support for setting targets for discrete groups

Teaching, learning and assessment

In conjunction with the Teaching and Learning leader ensure:

- Assessment informs planning
- Assessment is used to inform learning

Curriculum

- Lead annual reviews and transitions
- Liaise with administration staff in collating and processing information

BETTER TOGETHER LEARNING TRUST
Person Specification – Annual Review Facilitator

Professional Qualifications/Training/Experience	Essential/ Desirable	Application/ Interview
GCSE English and Maths Grade C or above	E	A
Has worked with young people	D	A
Has experience of working with SEN students	D	A
Has worked in a school	D	A
Has supported learning/behavioural difficulties of students	D	A
Experience in using positive handling skills or relevant qualification	D	A/I
Previous experience of conducting Annual Review or other Meetings	D	A/I

Demonstrating knowledge		
Is willing to undertake professional development	D	I
Is willing to run small group work outside of curriculum time	D	I

Interpersonal Skills		
Can demonstrate commitment	E	I
Has good interpersonal skills	E	I
Is sensitive to others/caring	E	I
Is an effective listener	E	I
Can professionally challenge adults and students where necessary	E	I
Shows initiative, adaptability/flexibility	E	I
Is self-disciplined	E	I
Can motivate self and others	E	I
Can problem solve	E	I
Can forward plan – be proactive	E	I
Responds to change positively	E	I
Respects confidentiality	E	I
Can effectively deal with conflict in a non-confrontational manner	E	I
Is enthusiastic	E	I
Can take responsibility/ownership	E	I
Has an awareness of strengths/self-development needs	E	I
Knows what information should be kept confidential	E	A/I

A - Application Process
I - Interview

We are an Equal Opportunities employer and welcome applications from appropriately qualified persons regardless of gender, race, religion, disability or age. Better Together Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete an enhanced Disclosure Barring Service check and any offer of employment will be subject to satisfactory references.

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