



RIDGEWAY SCHOOL

WHERE EVERY CHILD CAN ACHIEVE.



Class Teacher Recruitment Pack January 2026





Hill Rise, Kempston
Bedford MK42 7EB

01234 402402

office@ridgeway.beds.sch.uk
 www.ridgewayschool.org.uk

Executive Headteacher: Joe Creswick

Ridgeway School

Dear Candidate,

Thank you for downloading this information pack for the Class Teacher post at Ridgeway School.

It is a very exciting time to join our wonderful school. Ridgeway has recently federated with Ivel Valley School & College and the two schools are looking forward to working together to provide the very highest standards of education.

The leaders and governors of Ridgeway School are looking to appoint a highly effective Class Teacher. Our new Class Teacher will join a supportive team who are ambitious for all pupils, staff and families. They will also be able to draw on extensive support networks across the federation and can look forward to working with colleagues from both schools.

We are aspirational for all of our pupils and offer a broad and challenging curriculum with a child centred philosophy at its core. You will be required to lead a staff team, each class has support staff, usually consisting of Level 2 and Level 3 teaching assistants.

You will be committed to inclusive teaching practice: all our pupils have an Education, Health and Care Plan (EHCP) and a wide range of complex special educational needs and disabilities.

We welcome applications from both ECTs and experienced teachers. Experience of teaching in a special school is not required – see person specification for required skills and experience.

I hope that you find the attached information useful in guiding your application for this post. The interview process will take place on one day. The day will consist of an observation of classroom teaching, pupil council, and an interview. Interview date: TBC. Prospective candidates are welcome to visit the school. If you would like to visit, please contact Lulu Stanier-Martin, Head of School (lulu.stanier-martin@ridgeway.beds.sch.uk) who will be able to assist you.

Yours faithfully

Joe Creswick
Executive Headteacher



BEDFORD
BOROUGH COUNCIL



Class Teacher

Job details

Start Date:	September 2026
Salary:	MPS/UPS + SEN Allowance
Hours:	Full Time Teacher
Contract type:	Permanent
Reporting to:	Head of School, Assistant Headteacher

Job Description

Main purpose

To be responsible for the teaching and management of a class of pupils in this all age school in accordance with Teachers' Standards 2014.

Our pupils have a range of complex learning needs including sensory, behavioural and physical impairment.

Each class has a support staff team usually consisting of Level 2 and Level 3 teaching assistants. Teachers are deployed as appropriate throughout the school.

Duties and responsibilities

1. To be responsible to the Executive Headteacher for the overall leadership of the class
2. To ensure that all pupils in the class are provided with an appropriate education, which is broad, balanced and relevant to their learning needs.
3. To manage other staff in the classroom as team leader, ensuring all staff time is used effectively and efficiently.
4. To plan and deliver all curriculum subjects
5. To plan, in conjunction with the support staff, the Individual Education Programmes (IEP's) for all pupils in the class
6. To carefully analyse and record work and observations of pupil responses
7. To assess each pupil's performance regularly in accordance with the school assessment systems and policies
8. To use prior assessment to inform future planning
9. To write reports for individual pupils' annual reviews and annual reports
10. To liaise closely with colleagues and subject leaders in short, medium and, long-term planning
11. To liaise with parents and carers e.g. using the home/school diaries

12. To maintain respect and confidentiality in all matters relating to pupils and their families
13. To liaise effectively with the multi-professional team (school nursing team, SALT, physiotherapist, music therapist, multi-sensory advisory team, educational psychologist) in order to ensure pupils receive the best possible education and care
14. To regularly attend teachers' meetings and whole staff meetings
15. To schedule and lead meetings with the whole class staff that are focused on the needs of pupils.
16. To attend and participate in whole school INSET
17. To attend courses (as agreed with the CPD Leader) for continuing professional development related to school improvement
18. To participate in and contribute to appraisal processes
19. To contribute to school improvement as a member of the staff team and where appropriate
20. To contribute to the broader life of the school, including to parent/school events (as part of directed time)
21. To take responsibility, within the job role at all times, for the health and safety of self, pupils and colleagues
22. To promote high standards of teaching and learning within all subjects

The Class Teacher will be required to safeguard and promote the welfare of children and young people, and follow school and federation policies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher as outlined in the Teacher Appraisal and Capability Policy

Class Teacher Person specification

Area of Assessment	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> Qualified teacher status Good literacy and numeracy skills Computer literacy 	<ul style="list-style-type: none"> Degree or equivalent
Experience	<ul style="list-style-type: none"> Some experience of teaching pupils with SEND across the age range Evidence of recent professional development 	<ul style="list-style-type: none"> Successful teaching in a special needs class /unit /school
Curriculum	<ul style="list-style-type: none"> Can demonstrate a knowledge of National Curriculum and its implementation within a special school Has a good understanding of curriculum planning, development and review Has an ability to determine priorities and can set targets to deliver them 	<ul style="list-style-type: none"> Experience of adapting curriculum to meet individual needs Experience of being a subject leader / curriculum coordinator
Leading & Managing Staff	<ul style="list-style-type: none"> Can demonstrate ability to use classroom support staff effectively Is a successful team worker 	<ul style="list-style-type: none"> Has undertaken training /development in aspects of classroom management
School specific issues	<ul style="list-style-type: none"> Will have a positive attitude towards inclusion Will respect parents as partners and involve them in the education of their children Will develop links with local schools and community groups Is prepared to work collaboratively with a wide range of professionals in order to provide the best possible 	<ul style="list-style-type: none"> Has undertaken training in relation to children with complex learning needs Is prepared to undertake training appropriate to the job role Experience in planning Individual Education Programmes

	<ul style="list-style-type: none"> service for the pupils Is able to articulate a long term view of the role of special schools 	
Professional knowledge and understanding	<ul style="list-style-type: none"> Awareness of current initiatives in education, and their significance Knowledge of assessment and target setting 	<ul style="list-style-type: none"> Knowledge and understanding of the roles of Governors, LA and parents
Skills, attitudes and attributes	<ul style="list-style-type: none"> Can explain ideas clearly and succinctly Has a high level of commitment Is approachable and caring Has good sense of humour Can deal sensitively with 'delicate' issues Can maintain confidentiality in matters relating to the pupils To be committed to safeguarding and promoting the welfare of all pupils and expect all staff and volunteers to share this commitment 	