



# Candidate Pack

## SEND Cover Teacher

**We have high aspirations and big dreams  
for every child in our care.**



# Welcome from the Headteacher



Thank you for your interest in joining Southfield School.

If you are looking for a rewarding role where you can make a real difference to the lives of young people, I hope this candidate pack gives you an insight into our school and the opportunities we can offer.

Southfield School is a specialist school for over 110 pupils with Autism Spectrum Disorder and associated needs. Every one of our pupils is unique, bringing their own strengths, personalities and challenges. The same can be said of our staff team. We value the different skills, experiences and perspectives that each person brings to our school community.

At Southfield, our vision is simple: to ensure that every child thrives during their time with us and leaves prepared socially, emotionally and academically for the next stage of their journey. Achieving this takes commitment, teamwork and strong relationships. We work closely with parents, carers and a range of professionals to provide the best possible outcomes for our pupils, and this collaborative approach is at the heart of everything we do.

Our staff play a vital role in helping our pupils develop confidence, independence and a love of learning. No matter what your role within the school, you will have the opportunity to make a positive and lasting impact on the lives of our pupils and their families.

A handwritten signature in black ink, appearing to read 'Angela O'Rourke'.

Angela O'Rourke  
Headteacher

# About the School

Southfield is a primary school for over 110 pupils Southfield School is a specialist primary school for over 110 pupils with Learning Difficulties, including Autism, Speech, Language and Communication Needs, Global Developmental Delay and associated 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 provides 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.

## Southfield School at a Glance

- Specialist primary school
- Over 110 pupils
- Autism and associated needs
- Located in Hatfield, Hertfordshire
- Highly skilled multidisciplinary team



# What We Can Offer You

Working at Southfield School is more than just a job – it is an opportunity to make a lasting difference to the lives of children and families.

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.
- High quality training offered through face to face, virtual and through various providers free of charge.
- Free car parking on site.
- Contribution towards staff uniform.
- Free refreshments and staffroom area.
- Tax relief may be available on staff uniform.
- Staff recognition scheme.
- Termly staff raffles.
- Highly supportive team environment.
- Support with career progression.
- Membership of the Teachers' Pension Scheme, one of the most generous public sector pension schemes available.



# About the Role

We are seeking a dedicated and enthusiastic teacher who is committed to raising standards and striving for excellence in all aspects of school life.

The successful candidate will be passionate about ensuring that every child achieves their full potential and will demonstrate a strong commitment to high-quality teaching and learning. We are particularly interested in candidates who are creative and innovative in their approach, have a deep understanding of the needs of individual learners, and can inspire and engage pupils through meaningful learning experiences.

Applicants should be able to demonstrate strong behaviour management skills, a commitment to inclusive practice, and a willingness to contribute positively to the wider life of the school community. We welcome applications from professionals who are reflective, collaborative, and dedicated to making a lasting difference to the lives of children and young people.

Salary: M3 – UPS 2 + SEN allowance (fringe)

Contract Type: Permanent role

Start Date: October 2026 or earlier

Closing Date:

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 suitable candidates upon receipt of applications and before the closing date. We therefore encourage you to submit your application as soon as possible.

# Job Description

## 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.

## 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.

### **Job Description Disclaimer**

This job description is not intended to be a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the overall framework and purpose of the role.

The conditions of employment for teachers, as set out in the School Teachers' Pay and Conditions Document (STPCD), apply to this post. The post holder will be expected to carry out the professional duties of a teacher, as required, under the reasonable direction of the Headteacher.

The duties and responsibilities outlined in this job description may be amended from time to time to meet the changing needs of the school. Any such changes will be made following consultation and will be compatible with the nature and level of the post.

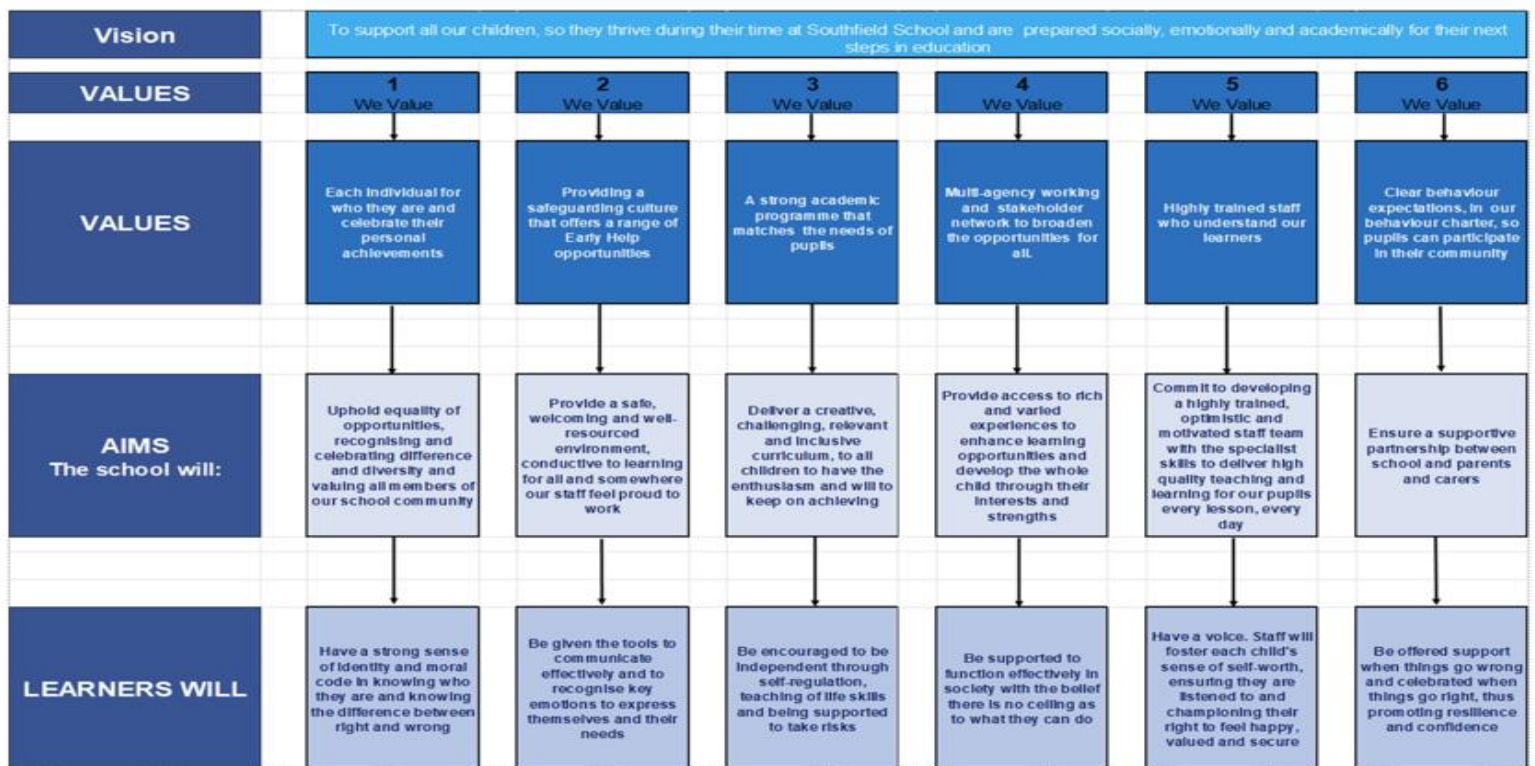
This job description does not form part of the contract of employment. It is intended to provide a general outline of the duties, responsibilities and expectations associated with the role.

# Person Specification

Criteria	Essential	Desirable
<b>Qualifications and Professional Development</b>	<p>Qualified Teacher Status (QTS).</p> <p>Evidence of ongoing professional development, particularly in relation to Special Educational Needs and Disabilities (SEND) and learning disabilities.</p>	<p>Additional qualifications relating to SEND, such as Autism Spectrum Disorder (ASD), Dyslexia or Sensory Needs.</p>
<b>Experience</b>	<p>Experience of supporting pupils with a range of special educational needs and disabilities.</p> <p>Experience of working collaboratively with multi-disciplinary professionals, including Speech and Language Therapists.</p> <p>Experience of contributing to the Education, Health and Care Plan (EHCP) annual review process.</p> <p>Experience of safeguarding children and promoting their welfare.</p>	<p>Experience of teaching pupils with SEND in both mainstream and special school settings.</p> <p>Experience of using a range of communication approaches, including Makaton, intensive interaction, communication aids and objects of reference.</p> <p>Experience of teaching across a range of age phases, including Nursery/Reception, Key Stage 1 and Key Stage 2.</p>
<b>Personal Qualities</b>	<p>Commitment to excellence and high standards.</p> <p>Open-minded, reflective and solution-focused approach to practice.</p> <p>Creative and solution focused.</p> <p>Child-centred in all aspects of practice.</p> <p>Resilient and adaptable.</p> <p>Able to work effectively to deadlines.</p> <p>Strong team player with ability to lead and influence others.</p> <p>Ability to work collaboratively with families, governors, staff, external agencies and the wider community.</p>	<p>Commitment to ongoing professional learning and development.</p>
<b>Leadership and Management</b>	<p>High expectations for pupil achievement, progress and personal development.</p> <p>Confident and effective use of ICT.</p>	<p>Leadership experience, for example subject leadership, key stage leadership or leading a team.</p>

Criteria	Essential	Desirable
	<p>Excellent written and verbal communication skills.</p> <p>Ability to motivate and engage children with a wide range of abilities.</p> <p>Commitment to contributing to the wider life and ethos of the school.</p>	
<b>Curriculum and Teaching</b>	<p>Proven ability to plan, adapt and develop a curriculum that meets the needs of pupils with Learning Difficulties.</p> <p>Understanding of effective observation, assessment and record-keeping processes.</p>	<p>Strong understanding of positive behaviour support approaches.</p> <p>Up-to-date knowledge of effective teaching strategies, curriculum development and educational research.</p> <p>Ability to use assessment information to inform planning and support pupil progress.</p>
<b>Relationships and Partnership Working</b>	<p>Experience of developing effective home-school partnerships.</p> <p>Understanding of confidentiality and information sharing when working with families and professionals.</p> <p>Ability to build, support and develop effective teams.</p>	

# Vision and Values



# 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 obtain references covering your two most recent employment positions. 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 two 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 shortlisted. Copies will not be accepted.

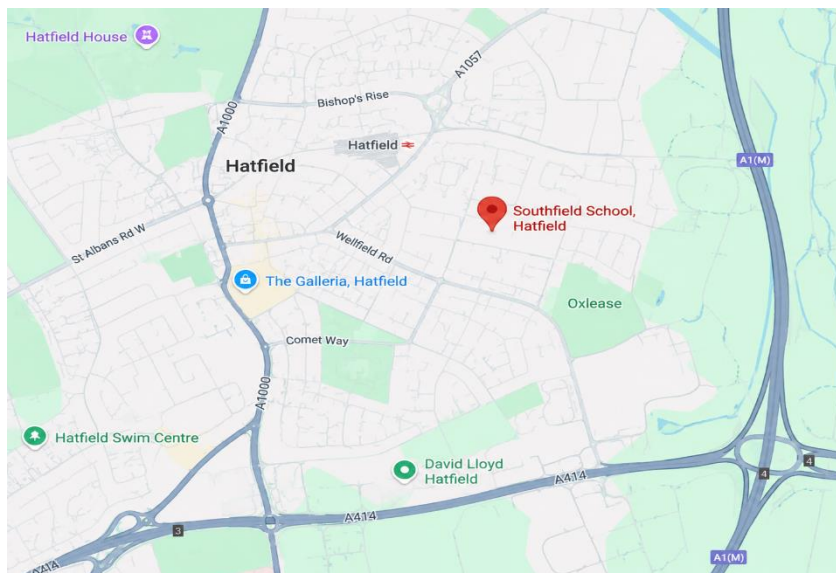
## **Eligibility to work in the UK**

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 shortlisted 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 shortlisted applicants to produce documents which adhere to Route 1 of the ID Checking process to avoid delays in the ID checking process.

# Contact Page

Southfield School is located in Hatfield, Hertfordshire, close to Hatfield town centre, Hatfield railway station, The Galleria shopping centre and major road links including the A1(M) and A414.



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 <http://www.southfield.herts.sch.uk>



Scan to visit our website and learn more about Southfield School.