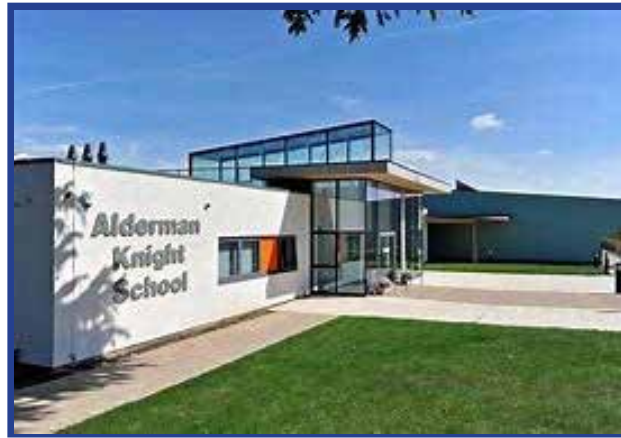


# Candidate Information Pack

## Two Secondary Teachers



**Closing date - 9th March 2025**

**Start date - 1st September 2025  
or ASAP**

# A Message from our Headteacher



## About the school

Alderman Knight is a remarkable school with a very strong school community.

Working together we have achieved outstanding judgements in our last four Ofsted inspections, the last of these being in April 2024. Please [click](#) to read our latest inspection report.

Alderman Knight is a maintained special school for children and young people with a range of needs, aged 7 to 19. We currently have 242 pupils on roll and 106 staff.

During the last 13 years the school has undergone a complete new build for all phases and we are lucky enough to have a truly exceptional learning environment. Please review the school website as this provides a wealth of information about the school including the Post 16 provision.

Each of our pupils and students are supported to achieve their learning potential as well as develop their self-esteem and confidence. The environment we have created allows them to feel safe and happy to learn, and as a result they flourish. Alderman Knight School is a very special place to work.

Everyone at Alderman Knight works exceptionally hard as we are all committed to ensure that we provide a supportive learning community that enables all our young people to thrive.

If you feel you would like to be part of our team and could bring additional and different expertise as well as passion, enthusiasm and a desire to make a real difference to our community, we would welcome your application.

Best wishes

Clare Steel

Clare Steel  
Headteacher





**Closing Date: 9th March 2025**

**Interview date: 20th March 2025**

## **Secondary Teachers**

**Start date: 1st September 2025 or as soon as possible.**

**Salary: MPS/ UPS + 1 SEN point**

**Contact: Full time & Permanent**

We are looking for two teachers who can teach across KS3, 4 and 5.

These posts are full time. Currently we require teaching capacity in a range of subjects, including Maths, IT, Food, PE, Science, Employability and Life skills.

Pupils and students at Alderman Knight work within a wide range of levels but below age-related expectations. However, a significant number are enabled to access GCSE courses at KS4 and KS5.

At KS4 and KS5 pupils and students study a broad range of subjects at GCSE, Level 1 and 2 as well as Entry Level accreditations.

When appointing staff, the most important factors for us are that we appoint excellent teachers who are passionate about providing young people with an exciting and enriching curriculum. Many of our pupils struggle with aspects of learning although they love to learn! Therefore, we strive to appoint teachers who thrive on helping each and every pupil achieve their potential, and can carefully structure learning so that it builds on prior knowledge and strengths while providing tailored support to areas where they are less strong. Building the confidence and resilience of our young people is key to enabling success. If you believe this reflects you as a teacher, then please do get in touch.

You do not need special school experience – just passion and ability to differentiate learning experiences to match the needs of the individual and enable all pupils to enjoy their learning and make great progress. Our secondary curriculum mirrors that of a mainstream secondary school and we have a two-week timetable with 6 lessons each day taught in specialist rooms.

You will be joining a highly motivated and energetic staff team, with very high expectations of themselves as well as us and the pupils. People are here because of the difference they make. Working at Alderman Knight is often described as not being just a job, but a vocation. Teaching staff also play a full part in supporting pupils personal social development and teachers are also form tutors.

At Alderman Knight we believe in the importance of enabling staff to work to their strengths. It is important to us that our staff feel confident teaching and working with all our young people and so we provide plenty of opportunities to grow and develop knowledge and skills, including working in different key stages and providing high quality CPD. We welcome applications from ECTs as well as experienced teaching staff.

So, if you are passionate about teaching young people with SEND and are looking for a new, exciting and immensely rewarding role, please have a look at what we can offer – we might just be that next step, or even first step, in your career, that you are hoping for!

The job description gives an overview of the main purpose of the role of a class teacher and the key areas of responsibilities. The person specification demonstrates the experience, knowledge and skills that we require for the post. Please also browse our website.

### **In return for your commitment we can offer you:**

- **Commitment to well-being:** The school places great emphasis on the well-being of its staff, recognising individual needs and providing the necessary support for them to succeed in a rewarding environment.
- **Beautiful environment:** The school boasts a newly built, fully accessible facility that is bright, welcoming, and conducive to a positive learning and working environment for both pupils and staff.
- **Supportive atmosphere:** Staff members are part of a close-knit community that values teamwork and collaboration. The school fosters an inclusive and nurturing atmosphere, encouraging both personal and professional growth.
- **Professional Development:** Alderman Knight is committed to the ongoing development of its staff through continuous professional development (CPD), helping individuals build on their strengths and expand their skill sets.
- An interesting and varied range of activities – no two days are the same!
- Opportunities to be involved in the wider activities of the school and the local community.

### **Additional Perks:**

- Membership in the Teachers' Pension Scheme.
- Health and wellbeing support including access to an Employee Assistance Programme.
- Convenient Location: Situated next to the M5 on the edge of the Cotswolds, the school is easily accessible and close to excellent shopping facilities and local amenities.
- On-site parking.
- Cycle-to-work scheme.

One of the great things about the school is that staff and governors are never content to just 'sit still' and together with the local community and the Local Authority we are continuing to look at ways we can further develop the school to ensure we always provide the very highest quality of support for all our young people and their families.

As part of the interview process short-listed candidates will have an opportunity to spend time in school. However, visits to the school are welcomed and encouraged prior to or post application. Please contact the [hr@aldermanknight.gloucs.sch.uk](mailto:hr@aldermanknight.gloucs.sch.uk) if you would like to arrange a visit.

If you decide you would like to be considered for this role, please submit an application form through Eteach, along with a covering letter. Your choice of referees should include your present or most recent Headteacher / Employer.

If you are selected for interview, we will request references prior to the interview. This could be both verbal and/ or written.

Please note Alderman Knight is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts will be subject to an Enhanced DBS check. It is now also a requirement for the school to carry out social media checks on any person short listed for interview.

Copies of our Safeguarding and Safer Recruitment Policies can be found on the Vacancies page of our website for you to read.



# Job Description

Post title: Secondary Teacher  
Responsible to: Headteacher  
Salary: MPS/ UPS + SEN 1 point

Please note:

- The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document.

## Purpose of Job

To provide high quality teaching and learning experiences that enables all children to thrive. This will be achieved through focused teaching and work across the school and by being a group tutor undertaking pastoral and associated duties and responsibilities in respect to the children within the designated tutor group.

### The post holder will therefore be required:

- To teach children with a wide range of special educational needs.
- As a class teacher and tutor, to undertake related pastoral and administrative duties and be responsible for the well-being and behaviour management of the class and to liaise regularly with the link Pastoral Assistant headteacher.
- To work with and advise the senior team and other teachers as appropriate on the preparation, development and delivery of a broad, balanced and relevant curriculum and associated activities tailored to meet the wide-ranging needs of pupils across the school.

### Responsible to: The Headteacher in the first instance:

- The post holder will work closely with the subject leaders for all subjects for which there is a teaching commitment.

### Responsibility for other staff:

- The post holder will have responsibility for deploying appropriately and directing the work of teaching assistants and any other personnel working within the class.

## **Main duties and responsibilities as a class teacher and tutor**

### **Teaching and Learning**

- To undertake a teaching timetable as required by the Headteacher.
- To support curriculum developments across the school and participate in the development of schemes of work, materials and resources as required to meet the needs of the children across the school and within individual teaching groups.
- To plan and prepare engaging lessons effectively to ensure they meet the needs of the children within the group.
- To deliver lessons in an enthusiastic and imaginative way so as to engage and motivate all pupils
- To teach according to pupils' individual educational needs including the setting and marking of work so facilitating positive pupil development.
- To organise the classroom and learning resources to create a positive learning environment
- To assess record and report on the development, progress and attainment of children within the teaching group.
- To ensure whole school monitoring and evaluation procedures are supported and the progress of pupils within the teaching group is effectively tracked and appropriate action taken if necessary.
- Set and monitor appropriate homework to consolidate learning in the classroom.

### **General**

- To promote the general progress and well-being of individual children and of any class or group of children with which they are working.
- To maintain and promote high standards of conduct and behaviour at all times across the school and in line with school policy.
- To monitor attendance and take action as appropriate.
- To lead and manage the EHCP review process for pupils in your tutor group supported by the EHCP coordinator and Pastoral staff.
- To provide or contribute to oral and written assessments, reports and references relating to individual children or groups of children as required including profiles, individual education plans and annual reviews.
- To liaise and communicate effectively with all staff within the school, parents/ carers, governors and external agencies as required. This will involve written and verbal communication and meetings in respect of the duties and responsibilities of the post and will ensure effective sharing of information that will support the teaching and learning of all pupils in the school.
- To play a part in school assemblies, school events and activities.
- To carry out supervision of pupils as detailed by the Headteacher.
- To be involved in contributing to whole school monitoring and evaluation of provision.

### **Staff development/ training/ reviews/ meetings**

- To take part and contribute to team meetings and staff meetings as required.
- To participate in whole school and key stage events.
- To be involved in the school's on-going self-evaluation of its effectiveness and monitor and evaluate methods of teaching and programmes of work accordingly.
- To participate if required in any scheme of staff development and performance review.
- To participate, as appropriate in further training and professional development.
- To work with staff across the school on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral programmes.
- To be familiar with and take appropriate action relating to information provided through the staff handbook and school policy documents.

It is intended that these job details give an overview of the duties and responsibilities of the post holder although clearly they do not as they stand, define all tasks within the role. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time appropriately, and have regard for the Teacher's Conditions of Employment document.

In addition, the job details are not necessarily a comprehensive definition of the post and the teacher maybe required to undertake such other tasks appropriate to the level of the appointment as required by the Headteacher.

**February 2025**



# Person Specification

	Qualities
Experience, Qualifications and training	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Qualified Teacher Status and meets all teachers' standards.</li> <li>• Successful teaching experience of pupils with SEND.</li> <li>• Proven track record of outstanding teaching.</li> <li>• Ability to teach in more than one subject area and phase (secondary teachers)</li> </ul> <p>(Please note all teachers also teach Personal and Social Development and Communication and Interaction sessions to their tutor groups.)</p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Additional relevant and recent training/ qualifications to support the teaching of children with a range of SEND.</li> <li>• Relevant experience, qualification and/ or training that would enable the candidate to teach across the school.</li> </ul>
Knowledge, skills and abilities	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Aware of current national initiatives impacting on role within school and able to incorporate new methodology into practice.</li> <li>• A good knowledge of relevant policies/ codes of practice and awareness of relevant legislation.</li> <li>• Ability to plan and deliver outstanding lessons and competent in assessing, recording and reporting.</li> <li>• Ability to build effective working relationships.</li> <li>• Works constructively as part of a team, listens effectively and is sensitive to the views of others.</li> <li>• Able to effectively manage, deploy and direct the work of support staff as appropriate to promote learning.</li> <li>• Able to articulate personal values in relation to education and sustain a point of view against differences of opinion.</li> <li>• Able to establish an ethos conducive to promoting good relationships and high achievement whilst maintaining high standards of behaviour.</li> <li>• Communicates effectively both verbally and in writing to a wide range of audiences, especially parents and carers, and takes into account the views of others.</li> <li>• Has the ability to self-evaluate own learning needs and actively seek learning opportunities.</li> <li>• Uses ICT and other technological equipment effectively to support and promote children's independence, communication and learning.</li> </ul>



	Qualities
Disposition, attitude and motivation	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A clear passion for working in a school for children and young people with additional needs.</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</li> <li>• Demonstrate personal and professional integrity and be an exceptional role model to others.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding and equality.</li> <li>• Inspire, challenge, motivate and empower individuals and teams to achieve highly.</li> <li>• Communicate effectively with all members of the school community and ensure positive relationships are developed.</li> <li>• Ability to work under pressure while retaining high quality outcomes.</li> <li>• Prioritise, plan and organise themselves and others effectively.</li> <li>• Demonstrate a capacity for sustained hard work with energy and vigor, whilst retaining a good work/life balance.</li> <li>• Demonstrate resilience, optimism and enjoyment in your work.</li> <li>• Be aware of own strengths and areas for development and listen to, reflect constructively and act upon, as appropriate, feedback from others.</li> <li>• A sense of humour and a positive can-do attitude.</li> </ul>





### **Mission Statement:**

**“Learning and Achieving Together”**

### **Vision Statement:**

The school wishes to be recognised as a dynamic, vibrant, centre of excellence that is an integral part of the local community and county’s provision for pupils with special educational needs and wholly committed to ensuring they grow up to lead safe, happy, healthy and successful lives.

### **The Aim of the school:**

**‘To provide a supportive learning community that enables all children to thrive’**

To achieve this, the school will ensure:

- Pupils are provided with an enriched and extended curriculum, tailored to individual needs. This will help them develop positive feelings of self-worth and confidence and will enable them to make a successful transition to adulthood and be active and responsible citizens.
- Parents, carers and families are encouraged and enabled to engage in their children’s learning. They will be consulted and involved in decision-making processes and this will enable the school to ensure provision both for their children and themselves is accurately matched to need.
- Staff will have their individual needs recognised and will be helped to build on their strengths and enabled to develop their skills further through appropriate professional development opportunities.
- It works together with its local community of schools to extend the opportunities for all pupils to develop their individual strengths and potential.



# Where you can find us

The school is located just off [Junction 9 of the M5](#). Both the main school building and the Post-16 Centre and Knight View are new, attractive and spacious buildings. The learning and working environments are second to none.



## Contact Details

Alderman Knight School  
Ashchurch Road  
Tewkesbury  
Gloucestershire  
GL20 8JJ

Main Reception - **01684 295639**

Email - [hr@aldermanknight.gloucs.sch.uk](mailto:hr@aldermanknight.gloucs.sch.uk)

Website - [www.aldermanknight.gloucs.sch.uk](http://www.aldermanknight.gloucs.sch.uk)

Applications can be submitted through Eteach using the following link:

<https://www.eteach.com/job/teacher-1467034>

To contact Alderman Knight School to arrange a visit or for further information please email:

[hr@aldermanknight.gloucs.sch.uk](mailto:hr@aldermanknight.gloucs.sch.uk)