

School Business Manager
Meath School
Brox Road
Ottershaw
Surrey, KT16 0LF

Email:
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Dear Candidate

Bank Teacher

Speech and Language UK Centre at Meath School, Ottershaw, Near Woking, Surrey
Permanent contract, ad hoc basis
Teachers Main Pay Scale or Upper Pay Scale depending on experience, plus SEN allowance
Start date: As soon as possible

Thank you for your interest in joining our Ofsted 'Outstanding' school in Surrey as a Bank Teacher. This position will work on an ad hoc basis covering for staff absences or planned training days across the academic year.

We have been rated as outstanding for fourteen years and are part of the leading children's communications charity, Speech and Language UK. We are located between Woking and Chertsey in delightful grounds close to Runnymede which is an inspiring setting to work in. We are a multi-discipline team that includes Teachers, Learning Support Assistants, Speech and Language Therapists, and Occupational Therapists who all offer our pupils a fully integrated approach to our children's education, communication skills and overall health and well-being. The school also has an assessment centre, residential services and a Family Support Worker.

Please do give this opportunity your very serious consideration and find attached:

- Information about Meath School and Speech and Language UK
- A job description and person specification.
- A brief summary of our terms & conditions of employment.
- An application form.

If you are interested in the role, please do contact Majella Delaney so you can discuss on the telephone. You can contact Majella through the school office on 01932 872 302 or by email mdelaney@meath-ican.org.uk

To apply please send the completed application form to **SBM@meath-ican.org.uk**

We are committed to safeguarding and promoting the welfare of children and we carry out safer recruitment principles, as well as appropriate vetting and verifications on all school staff.

Thank you for your interest and I look forward to hearing from you.

Yours faithfully
Majella Delaney
Principal

Meath and Speech and Language UK

Meath, a Speech and Language UK School (www.meathschool.org.uk) based in Ottershaw, Surrey is a day and residential non-maintained primary special school for up to 75 pupils aged 4 to 11 years, where language disorder, high functioning Autism and associated difficulties is the primary need.



Our most recent Ofsted report (2023) is highly positive about the work of the school and the progress which our children make. "Pupils are happy and safe, and they enjoy being in school. They comment that 'everyone can have friends here'."

"The values of 'talk, learn, grow' are at the heart of all that the school does. Every aspect of learning is centred around equipping pupils to become confident and independent communicators."

"The harmonious collaboration between the therapy and education teams forms the core provision. Therapy programmes are seamlessly intertwined throughout all lessons, and every pupil benefits from this enrichment."

Meath, a Speech and Language UK School is one of a very few schools in the UK which is tailor made for only young learners with Speech Language and Communication Needs (SLCN). The school and residential settings have been recognised repeatedly as 'outstanding' by Ofsted since 2008.

Speech and Language UK

At Speech and Language UK, we want every child to face the future with confidence. For 1.9 million children in the UK, learning to talk and understand words feel like an impossible hurdle. Without the right help, this can destroy their world. They feel disconnected from their family. Unable to make friends. Unfairly punished for not following instructions they don't understand. What does the future hold for them? We must reach children earlier, to make sure every child has the skills to face the future. We design innovative tools and training for thousands of nursery staff and teachers. We give families the confidence and skills to help their child. And we put pressure on politicians to prioritise support for children. Too many children are left waiting to be understood. Help us bring speech and language skills into the spotlight so they can all flourish.

For more information about Speech and Language UK, its work and values go to or follow-us on X @SpeechAndLangUK

JOB DESCRIPTION: Special Class teacher

Job details

Job title: Bank teacher – primary special school

Salary: Teachers Main Pay Scale or Upper Pay Scale depending on experience, plus SEN allowance

Hours: full time

Contract type: permanent

Reporting to: Deputy headteacher and Headteacher.

Main purpose

The teacher will:

- Be available to provide supply cover for either staff absences or planned training days throughout the academic year.
- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Meet the expectations set out in the Teachers' Standards.

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of pupils and taking on the support of the therapies available to the class as outlined on children's EHCP's.
- Set high expectations which inspire, motivate and challenge pupils and enable them to reach their full potential.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for transition putting strategies and interventions in place to support the day-to-day education on the children assigned to you.
- To support where necessary with curriculum development as assigned by line manager.
- To fulfil and requirements for supervision and lunch and play time duties as set by duties manager.
- Learn, use and remain proficient at Sign Supported English (in – house training provided).
- To organise the classroom, its resources and displays to provide a stimulating and effective interactive learning environment.
- To attend meetings, training and inset as necessary in order to fulfill the training needs to support the development of the school.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's & stakeholder's (Speech and Language UK) policies, practices and procedures, to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others (SLT, OT, EP parents and stakeholders) on curriculum and pupil development to secure co-ordinated outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- 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.
- Refrain from acting in a manner that in any way endangers yourself, fellow employees, or the public.
- Ensure that all policies and procedures relating to the protection of children in Speech and Language UK's services are always followed.
- Avoid any behaviour that discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Safeguard at all times confidentiality of information relating to children, staff and Speech and Language UK's work.
- Behave in a manner that ensures the security of I CAN property and resources.
- Abide by all relevant Speech and Language UK Policies and Procedures.

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and develop strategies specific to Meath school.
- Where appropriate, take part in the appraisal and professional development of others.
- **Communication**
- Communicate effectively with pupils, parents and carers, school management and leadership as well as external professionals who work with the children at Meath, providing reports and support where necessary.

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.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff assigned to them.
- Contribute to the professional development of other teachers and support staff.
- Deploy resources delegated to them effectively.

Other areas of responsibility

- The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- 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 that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.
- This job description is subject to regular review and appropriate modification.

Person specification

Criteria	Qualities essential	Qualities desirable
<p>Qualifications and experience</p>	<p>Qualified teacher status.</p> <p>Degree in relevant field.</p> <p>Successful primary teaching experience of children with special education needs.</p>	<p>Experience in a special educational needs setting.</p> <p>Experience in remote learning.</p>
<p>Skills and knowledge</p>	<p>Knowledge of the National Curriculum</p> <p>Knowledge of effective teaching and learning strategies.</p> <p>A good understanding of how children learn</p> <p>Ability to adapt teaching to meet pupils' needs</p> <p>Ability to build effective working relationships with pupils and staff.</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Knowledge of effective behaviour management strategies</p> <p>Good ICT skills, particularly using ICT to support learning</p>	<p>Knowledge and experience of working with P scales.</p> <p>Knowledge of effective teaching and learning strategies particularly for children with SEND.</p> <p>Knowledge of language development and disorders related to language development.</p>
<p>Personal qualities</p>	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>A commitment to self-professional development and that of others working in the environment.</p> <p>High expectations for children's attainment and progress</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Ability to work effectively with a multi-disciplinary team.</p> <p>Commitment to always maintaining confidentiality</p> <p>Commitment to safeguarding and equality.</p> <p>Punctual and reliable.</p> <p>Flexible and dedicated.</p>	<p>Full license driver</p>

Speech and Language UK
Summary of Terms and Conditions of Employment and Benefits

Job Title:	Bank Teacher
Start Date:	As soon as possible
Location:	Meath School, Brox Road, Ottershaw, Surrey, KT16 0LF
Annual Salary:	Teachers Main Pay Scale or Upper Pay Scale depending on experience, plus SEN allowance
Hours:	Ad hoc basis depending on cover requirements
Annual Leave:	School Closure Periods
Disclosure & Baring Service Check:	The successful candidate's employment is subject to an enhanced DBS and barred list check
Probation Period:	There is a 6-month probationary period for this post
Pension:	Teachers will be enrolled onto the Teachers Pensions Scheme.
Life Assurance	Members of Teachers Pension have life insurance cover as part of that scheme.
Perkbox:	Employee benefit providing hundreds of exclusive perks for staff ranging from discounts on shopping, entertainment and gifts, to gym membership, rewards, confidential employee assistance and over 150 e-learning perks.
Free Annual Flu Vaccination:	Free annual flu vaccination for all Speech and Language UK employees.
Payroll Giving	By joining the payroll giving scheme, you can donate to your chosen charity directly from your pay before tax is deducted.
Season Ticket Loan	Speech and Language UK offers eligible employees an interest free loan for the purchase of a season ticket for travel between home and Central Office/ the School.
Bike Loan	Speech and Language UK offers eligible employees an interest free loan for the purchase of a bicycle for commuting to work.