



## **SEND Teacher – Part Time (0.5 over 3 days per week)**

**Required from September 2025**

### **Contents:**

- Page 2 The Appointment
- Page 2-3 Job Descriptions / Person Specification
- Page 4 School Information
- Page 6 Key Terms and Conditions/Application Procedure
- Page 7 Pre-employment checks

Provided as a separate document on the website:

- Application Form

## The Appointment

We are seeking a dedicated and compassionate Part-Time SEND Teacher to join our inclusive and supportive school community. The successful candidate will work with Key Stage 2 students with Special Educational Needs and Disabilities (SEND), providing tailored support to enhance their learning experience and overall development. This is an excellent opportunity for an enthusiastic and committed professional passionate about making a difference in the lives of children with additional needs. The successful candidate will demonstrate a proven track record of working effectively to ensure learners with a range of needs meet their potential.

## Key Responsibilities

- Ensure the safety, well-being, and safeguarding of all students in line with school policies and statutory guidelines.
- Plan, deliver, and assess high-quality, differentiated lessons that meet the needs of SEND students in Key Stage 2.
- Create a supportive and engaging learning environment that promotes students confidence, independence, and academic progress.
- Develop and implement One Page Profiles, ensuring they are regularly reviewed and updated in collaboration with staff, parents, and external professionals.
- Use provision map software to maintain individual pupil records and evaluate provision in accordance with the Graduated Approach.
- Use a range of teaching strategies and interventions to support students with diverse learning needs, including autism, ADHD, dyslexia, and speech and language difficulties.
- Work closely with the SENDCo and other staff to provide targeted support ensuring the best outcomes for individual pupils.
- Foster strong working partnerships with pupils, their parents/carers and external agencies, through good communication and regularly reviewing their progress and well-being.
- Contribute to the development of whole school SEND provision through modelling best practice, attending relevant meetings and facilitating the professional development of colleagues.
- Ensure a current working knowledge of the latest research, best practices, and policies in SEND education, sharing with relevant stakeholders.

## Job Description for a Teacher at Birkdale School

- Plan and prepare courses and lessons in accordance with published Schemes of Work.
- Teach the assigned pupils, including setting and marking of work and assessments in line with school policy.
- Assess, record and report on the development, progress and attainment of pupils in line with school policy.

- Promote the welfare and the individual needs of the pupils assigned, following the requirements of the school's policies on Rewards, Behaviour Management, Discipline and Sanctions, Health and Safety and Safeguarding and Child Protection.
- Under the direction of the Head of Department, make a full contribution to the work of the departmental team, and to departmental and whole school initiatives including Open Days.
- Contribute to the maintenance of the fabric of classroom and departmental areas through the creation and updating of displays.
- Contribute to the development and maintenance of electronic resources and virtual departmental areas.
- Attend parents' meetings as appropriate to the year group taught.
- Regularly attend assemblies, department meetings, staff meetings and INSET.
- Undertake a range of general duties to enable the smooth running of the school.
- Contribute to the school's programme of extra-curricular activities, some of which occur at weekends or during evenings.

## Person Specification

### Essential

- Qualified Teacher Status (QTS).
- Experience teaching students with SEND, particularly in a Key Stage 2 setting.
- Strong understanding of different learning needs and strategies for adaptive practice.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with students, parents, and colleagues.
- Good organisational skills, ability to effectively maintain records in accordance with whole school data management systems.
- A patient, empathetic, and flexible approach.
- Understanding of GDPR confidentiality requirements.
- Able to engage, motivate, support and communicate with pupils, staff and parents.
- Knowledge of safeguarding policies and procedures.

### Desirable

- SEND-specific qualifications or training (e.g., NASENCO, Makaton, PECS, etc.)
- Experience of working with children who have emotional/social needs.
- Experience in working with external professionals, such as speech and language therapists or educational psychologists.
- Familiarity with assistive technologies and inclusive teaching practices.

# School Information

Birkdale is a very successful independent day school located in Sheffield for children aged from 4 to 18, amounting altogether to 770+ pupils. Birkdale is located on three sites in south-west Sheffield, the 11-18 (Y7 to Y13) Senior School, the 4-11 (Reception to Y6) Prep School and the playing fields at Castle Dyke.

Birkdale is the only HMC (Headmasters' and Headmistresses' Conference) school in South Yorkshire and the Head Master is also a member of the Society of Heads. The Head of the Preparatory School is a member of IAPS (The Independent Association of Preparatory Schools).

The Christian ethos of the school manifests itself in the particularly friendly and supportive atmosphere. A good proportion of the staff are committed Christians, although as a community Birkdale is open to all, whatever their beliefs.

There have been some exciting developments in recent years which include, the introduction of girls at Birkdale. From September 2020, Birkdale began the process of moving from being a school for boys only, with a co-educational sixth form to being a fully co-educational school.

By September 2023 all year groups at the Prep School will be co-educational with the first 11+ co-educational cohort joining the Senior School in September 2024. This is an exciting time to join Birkdale School.

**Please visit our school website for additional information.**

<https://www.birkdaleschool.org.uk/>



## Key Terms and Conditions

- You may wish to note that the length of Birkdale's terms are slightly shorter than those of a maintained school and therefore the school holidays are longer. Term dates are on the school website.
- **Salary** will depend on experience and qualifications, and will be commensurate with the responsibilities of the role.
- **Pension:** Birkdale offer the option of joining the TPS scheme or an attractive private salary sacrifice pension scheme, APTIS with Aviva which is open to all teaching staff with a 16.7% employer contribution.
- **Sick pay:** The company sick pay scheme, provides ex-gratia sick pay at the full rate for up to 3 months in any 12 months, with 50% income protection for extended sickness
- **Additional Benefits:** Death in service and access to additional wellbeing and health support including unlimited, 24/7 remote GP appointments, Unlimited mental health support, Physiotherapy, Personal training, Nutrition consultations and more.
- Teaching staff are entitled to a **remission of school fees** amounting to 71.6% for full-time staff and pro rata for part-time, part year working staff.
- During term time, lunch is provided to staff on site.
- Car parking is available on site.

## Application Procedure

1. A cover letter **addressed to Ben Bowles, Head** of no more than one side of A4 explaining why you would like this role and the skills and experiences you can bring to it (minimum font size of 11)
2. A completed Birkdale School application form which includes the names, addresses, e-mail addresses and telephone numbers of two referees

**Closing date for applications – 9<sup>th</sup> May 2025 at 12.00 noon.**

**Interviews – w/c Monday 12<sup>th</sup> May and Monday 19<sup>th</sup> May 2025**

**Email your application to: Ben Bowles, Head at [Recruit@birkdaleschool.org.uk](mailto:Recruit@birkdaleschool.org.uk) by the closing date.**

If you have any questions about the role, please feel free to contact us on the above email address and we will get back to you, or arrange a call to discuss.

Applicants who do not provide a Covering Letter and Application Form, as stipulated, will unfortunately not be considered. If you have any difficulties in providing this, please do not hesitate to contact the HR team at [Recruit@birkdaleschool.org.uk](mailto:Recruit@birkdaleschool.org.uk)

## **Pre-employment checks**

Birkdale School is committed to safeguarding and promoting the welfare of our children and young people. All applicants must be willing to undergo the relevant pre-employment checks relevant to the role.

Current legislation applying to this post includes the The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2008 and the Asylum & Immigration Act 1996. Therefore, the successful candidate will be required to prove their eligibility to work in the UK and undergo appropriate criminal record checks, including an application for an Enhanced Disclosure from the Disclosure and Barring Service. Details of the documentation etc needed in connection with all the above requirements will be sent to the shortlisted candidates. Prior to taking up appointment, we will then request a declaration about medical fitness, and proof of qualifications from the successful candidate.

Under the guidance set by KCSIE Birkdale School will conduct an online search for all shortlisted candidates.

## **Equal Opportunities Statement**

At Birkdale School, we strive to create a supportive and nurturing environment for all individuals. We are dedicated to promoting equality and diversity, providing a level playing field for all of our staff and pupils. We aim to foster an inclusive culture, where diversity is celebrated and where everyone feels empowered, and encouraged to reach their full potential.