

#EMATters



Application Pack **SEND Unqualified Teacher**

“Every child deserves to
be the best they can be”

Welcome to Orchard Academy

We're a primary school in Milton Keynes, proudly rated GOOD by Ofsted.

As a founding member of East Midlands Academy Trust (EMAT), we are dedicated to its vision that “every child deserves to be the best they can be” and this commitment drives us to provide the best education for each and every child.

At Orchard Academy we are Ready, Respectful and Safe and we are proud of our happy, caring, supportive and positive learning community where diversity is celebrated and each child can develop and extend their potential and achieve success.

Together with strong community links, we share leadership, staff and administration with our neighbouring infant school, Shepherdswell Academy, allowing us to offer the pupils a continuing broad and balanced curriculum at both key stages 1 and 2. We also have a specialist social communication department, known as Aspen, which offers a fantastic facility for children from both Orchard Academy and Shepherdswell Academy to learn and develop in a specialist environment.

Staff wellbeing is important to us, and when you become part of the #EMATters community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

This is an exciting time to join the Orchard Academy family. If you would like to visit the school prior to applying, or would like an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in Orchard Academy.



Zoe McIntyre
Executive Director of Primary Education

Post Description:	
Post title:	SEND Unqualified Teacher
Responsible to:	Head of School
Liaising with:	Line managers, Subject Leads, Senior and Extended Leadership Team, parents/carers, relevant support staff.
Pay range:	U1 – U6 (£21,731 - £33,902)
Contract terms:	Full Time, Permanent
Closing Date:	27 th June 2025
Interview Date:	4 th July 2025

Job Purpose

- Be responsible for the learning and achievement of all pupils in a given class or subject(s) area – to be discussed.
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Responsibilities include:

Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach.
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment

- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions document*

Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> Record of professional development within development 	<ul style="list-style-type: none"> Good Honours degree
Experience	<ul style="list-style-type: none"> Successful teaching and curriculum experience within KS1 or KS2 Successful experience of raising standards with measurable outcomes Evidence of continuing professional development 	<ul style="list-style-type: none"> Experience of teaching across the whole primary age range and working in partnership with parents
Knowledge and skills	<ul style="list-style-type: none"> The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) Statutory National Curriculum requirements at the appropriate key stage The monitoring, assessment, recording and reporting of pupils' progress The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN, Child Protection and safeguarding The positive links necessary within school and with all its stakeholders Understanding of quality of teaching and learning and how to improve practice. Effective use of data to inform action planning and next steps Promote the school's aims and vision positively, and use effective strategies to monitor motivation and morale 	<ul style="list-style-type: none"> The preparation and administration of statutory National Curriculum tests Knowledge of key considerations in effective management and deployment of people and other resources Experience of promoting personal, social, moral, cultural and spiritual development in children Ability to formulate a strategy for the school and secure commitment to it from others Ability to drive improvement and challenge underperformance Ability to establish and sustain appropriate structures and systems and monitor them Ability to motivate, challenge and influence others to attain higher goals Ability to develop and empower individuals and teams

	<ul style="list-style-type: none"> • Establish and develop positive relationships with parents, governors and the community • Communicate effectively (both orally and in writing) to a variety of audiences and have effective ICT skills • Develop good personal relationships within a team • Ability to effectively monitor, evaluate and reflect on the quality of education in order to identify strengths and areas of development • Ability to use evidence-based research to plan for and implement change that ensure the raising of standards and is sustainable • Ability to think creatively to anticipate and solve problems • Ability to lead change • Ability to use evidence-based research to plan for and implement change that ensure the raising of standards and is sustainable • Ability to effectively monitor, evaluate and reflect on the quality of education in order to identify strengths and areas of development 	
Personal qualities	<ul style="list-style-type: none"> • Approachable, respectful, empathic and values others • Able to motivate self and others to achieve a shared goal • Resilient, persistent and optimistic when faced with difficulties and challenge • Commitment and dedication to social justice, equality and excellence for all 	

	<ul style="list-style-type: none"> • Flexible, adaptable and can work in collaboration with others • Committed to CPD of self and others within the school • Excellent interpersonal communication and administrative skills • Ability to work independently and as part of a team • Values a coaching ethos that enable self and others to grow and develop • High level of honesty and integrity • Strong commitment to raising standards • Punctual and reliable 	
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Compiled by:	Revision Number
Approved by:	Revision Date ____/____/____

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

How can I apply?

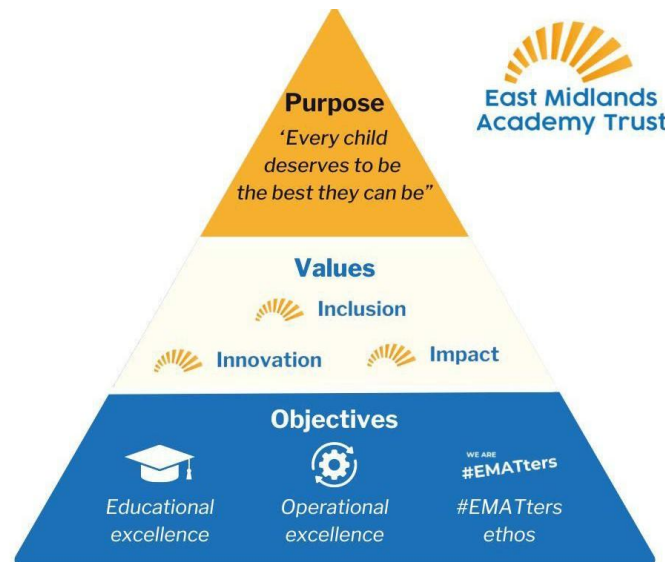
We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

Vacancy Closing Date: 27th June 2025

Interview Date : 4th July 2025

About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

Every child deserves to be the best they can be, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

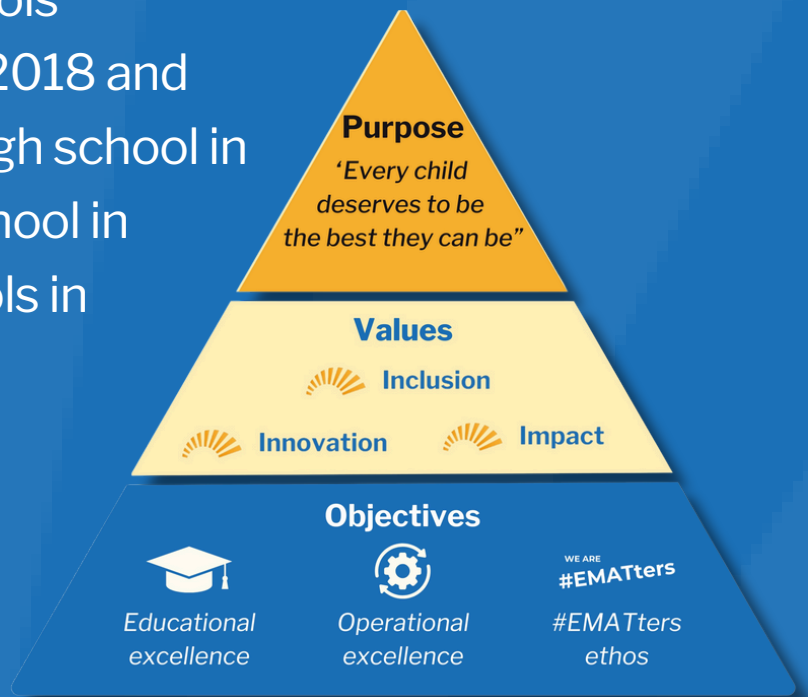
Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via hrqueries@emat.uk

Joshua Coleman
Chief Executive
East Midlands Academy Trust



About East Midlands Academy Trust

Our community of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



“Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

