Pinewood School Academy

Candidate Application Pack

Class Teacher

Contents

Welcome from Taney Howarth, Headteacher

About Pinewood School Academy

Working at Pinewood School Academy

Job Profile: **Class Teacher**

Person Specification

Safeguarding Statement

Application Procedure

Additional Information

Welcome From our Headteacher

It is a pleasure to welcome you to Pinewood School Academy Trust, a specialist SEN setting where every young person is celebrated, supported, and encouraged to be their best. We support pupils with Learning Difficulties, Autism, and Speech, Language and Communication needs.

At Pinewood, we recognise that every pupil is unique. We create a safe, nurturing environment where young people feel valued and inspired to learn. Through academic progress, communication development, and building confidence and independence, we support pupils at every stage of their journey.

Our dedicated staff work closely with families to ensure each child receives the care and education they deserve. We believe learning should be engaging and joyful, and we celebrate every success, knowing achievement looks different for every pupil.

We are committed to continual growth and improvement to provide the very best for our pupils.

We are looking for an enthusiastic and dedicated **Food Tech Tutor** who shares our values of compassion, collaboration, and high expectations.

I invite you to explore our website or visit the school to see what makes Pinewood such a special place.

Miss Taney Howarth
Headteacher, Pinewood School

About Pinewood School Academy

Pinewood School Academy is a specialist provision serving students aged 11-16 with autism spectrum disorder (ASD), speech and language communication needs, and moderate learning difficulties. We are a successful mixed secondary school for 210 pupils. Our curriculum is highly structured and personalised, supported by therapy, social learning, and family engagement.

The school is located in a very attractive rural area of extensive, landscaped woodland within walking distance of Ware Town. We are a specialist secondary setting for pupils with Learning Difficulties, Autism, and Speech, Language and Communication Needs, and we pride ourselves on creating a nurturing, inclusive environment where every young person is supported to thrive.

At Pinewood, we understand that every pupil is unique, with their own strengths, challenges, and aspirations.

This is why we are so passionate about creating a school where they feel safe, valued, and inspired to learn. Whether it's through academic achievement, developing communication skills, or building confidence and independence, we are here to guide and support them every step of the way.

Our staff are passionate professionals who strive to create a nurturing, safe, and stimulating environment where every child is known, valued, and encouraged to reach their full potential.

Our Vision and Values

We believe every pupil deserves access to high-quality education, respect, and opportunities for independence. Our mission is to equip each child with the skills to lead fulfilling lives — academically, emotionally, and socially.

Our vision for our Pinewood community is to "**Be the best you can be**."

Our aim is for everyone to engage in learning, activities and events that help them improve as a person. For our pupils we want them to be happy, develop their learning skills, knowledge and independence, so that they are more able and ready to engage in their community and further education. We want them to be able to self-regulate and understand their own behaviour, the difference between right and wrong, celebrate difference and to have their own voice.

Pinewood community share the following values:

| Brave |
Trying new things, persevering when things are hard, speaking out when something isn't right, giving an opinion, talking about your feelings, representing the school at events
| Happy |
Enjoying positive and healthy relationships with other people, being proud of who you are and what you have achieved
| Independent |
Taking on responsibility, making decisions, taking risks, knowing what support you need
| Kind |
Helping others and yourself, celebrating each other's successes, celebrating difference, respecting others, following the school code of conduct, looking after the school building and grounds and community spaces

Our vision and values are the focus of everything we do within school and are supported by the code of conduct.

Working at Pinewood Staff & Student Voice

Job Description

Job Title:	**Class Teacher**
Responsible To:	Department Lead
Salary/Grade:	**MPS1-6 (depending on experience) plus SEN1 (Fringe)**
Hours of Work:	**Full time**
Contract Type:	Permanent

Purpose of the Role:

- To implement and deliver an appropriately broad, balanced, relevant, sequenced and adapted curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as Class Teacher
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To act as a champion for your subject.
- To uphold and teach the schools values:
    - Brave, Happy, Independent and Kind.

Main Duties and Responsibilities:

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in School and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that early Literacy and Numeracy skills are reflected in the teaching / learning experience of students.
- To undertake a designated programme of teaching.
- To ensure an outstanding learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the School's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and School procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required

Person Specification

E - Essential **D- Desirable**

Qualifications & Training:

- GCSE English and Maths (or equivalent) - E
- Level 2/3 SEND qualification, Team Teach, First Aid - D
- QTS - E

Experience:

- Experience supporting children/young people with SEND - D
- Knowledge of strategies for ASD, SEMH, or MLD support -D

Skills & Attributes:

- Ability to communicate with empathy and clarity - E
- Strong organisational and teamwork abilities - E
- Resilience, adaptability, and a positive attitude - E

Please see job description and person specification uploaded on Teach in Herts for full list of responsibilities, knowledge, skills and experience required/desired. Candidate Pack, along with copies of these can be requested by email: hr@pinewood.herts.sch.uk

The Recruitment Process

Closing Date: Wednesday 11th November 2026 - 8am

Interview Date: Thursday 19th November 2026

We reserve the right to bring forward the closing date and/or interview date where interest and applications received are high, therefore we encourage early applications.

To apply please complete an application form which can be found on Teach in Herts: https://www.teachinherts.com/schools/dashboard.htm

If you wish to discuss the role or would like to arrange a visit, please contact our main office on 01920 412 211.

The Application Form:
Please download and complete the **Pinewood** application form on Teach in Herts as fully as possible, or contact hr@pinewood.herts.sch.uk to request an application form.

Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of the next steps.

Right to Work in the UK:
Unfortunately, if you do not have the right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce the original and up to date documentary evidence of your right to work in the UK.

Safeguarding Statement
Pinewood School Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be required to complete an enhanced DBS check with barred list information. References will be requested before the interview.

Equality & Inclusivity Statement

At Pinewood School Academy we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.

This information will be kept separately from your application and used only for monitoring purposes by HR.

CV: We do not wish to see your CVs so please **do not** include it.

Supporting Statement

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why do you believe you are a strong candidate for the position?
- Set out the impact you have made in your current / previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

Additional skills:
Aside from your professional skills relevant to the role you are applying for, we are interested in you as an individual, therefore do share with us any additional skills, hobbies and abilities that you would like us to know about.

References:
Do provide referee details as outlined on the application form. If shortlisted for interview, please ensure you indicate whether references can be taken up prior to interview (please note for leadership and teacher vacancies references will be sought prior to interview due to safer recruitment guidelines).

Special Arrangements:
Please set out in the application form any special arrangements we should try to make if you are invited to interview.

Retention of Personal Information:
Any information supplied by an unsuccessful candidate will be destroyed six months after the date of shortlisting. Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data. A copy of our privacy policy can be found on our website.

Criminal Convictions:
All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Disclosure and Barring Form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.

Additional Information

Our promise to you:

- You will be a member of a high performing team.
- A school which is committed to continued rapid progress and the achievement of excellence.
- Involvement in a brand new, purpose built school with carefully planned internal and external spaces, well-equipped ICT resources, learning resource area and state of the art technology.
- Opportunities for shared learning and collaboration across Pinewood School and the wider network / community.
- Extensive professional and personal development opportunities.

Staff Benefits:

- A pay and reward package which values all staff and recognises the importance of staff in contributing to the achievements and success of the school.
- Eligibility to join NUS Extra saving you money on a range of goods and services.
- Teachers' Pension Scheme / Support Staff Local Government Pension Scheme.
- Employee Assistance Provision including 24/7 telephone helpline and counselling, lifestyle, health and wellbeing programme.
- The support of the school, its Board and colleagues.
- Access to National College for continued CPD.

Our Location:
Pinewood School Academy
Hoe Lane
Ware
Herts
SG12 9PB

Tel: 01920 412 211
https://pinewood.herts.sch.uk/ **What3Words:** curating.pinewood.space