Pinewood School Academy

Candidate Application Pack

Department Lead/Class Teacher – Innovators



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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 Department Lead – Innovators (Scientists) 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: Department Lead – Innovators

Responsible To: SLT / Headteacher

Salary/Grade: MPS-UPS1, TLR2 plus SEN1

Hours of Work: Monday to Friday, usual teaching hours, full time

Contract Type: Permanent

Based at: Pinewood School, Ware, Hertfordshire

Responsible for: Teaching staff and other relevant personnel within the Area of Responsibility. Line Management of up to three teachers.

Liaison with: Head, Deputy Head, Assistant Head, other Middle Leaders, Subject Champions, Pupil Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff and parents.

Curriculum Responsibility: Adaptive Learning

Management Responsibility: Form Tutor

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education and Inspections Act 2006, the required standards for Qualified Teacher Status and other current educational legislation.

This job description may be amended at any time following discussion between the Headteacher or Reviewer and the member of staff, and will be reviewed annually.
The post-holder will be required to work within the following professional standards:

Teachers' Standards

The Teacher is responsible to the Head of Faculty / SLT / Headteacher for the following:

Purpose of the Role:

- To raise standards of pupil attainment and achievement within the area of responsibility and to monitor and support pupil progress.
- To be responsible for pupil progress and development in accordance with the school's approach to monitoring progress

- To ensure the provision of an appropriately broad, balanced, relevant and adapted curriculum for pupils, in accordance with the aims of the school and the curricular policies determined by the Headteacher and Senior Leadership Team.
- To be accountable for leading, managing and developing the curriculum.
- To manage teaching, financial and physical resources within the area of responsibility effectively to support the department development plan.
- To help develop and enhance the teaching practice of others.

Main Duties

Teaching

- Approximately 75% of a full timetable – see sample main teaching job description for more information
- Please refer to the Teachers' Job Description for further information regarding specific teaching duties.

Operational/ Strategic Planning

- To develop and review syllabuses, medium term plans, resources, marking policies, assessment and teaching and learning strategies in the Area of Responsibility
- To actively monitor and follow up pupil progress
- Implementation of internal and external accreditation.
- Liaise with the exams officer in preparation for prospective examination candidates within the Area of Responsibility.
- Liaise with parents and carers confirming accredited courses.
- To oversee day-to-day management, control and operation of course provision within the Area of Responsibility, including physical resources and supporting with cover work provision.
- To work with colleagues to formulate aims, objectives and strategic plans for the area of responsibility which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School.
- To ensure that Health and Safety policies and practices, including Risk Assessments are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager
- To oversee behaviour for learning within your faculty. Using data and observation for improvements. Reporting on this to SLT and governors.

Teaching & Learning

- Laise with the Assistant Head (Teaching & Learning) ensuring the delivery of appropriate, high quality adaptive teaching to deliver the curriculum.
- To keep up to date with and respond to national developments in the subjects and teaching practice and methodology – supported by appropriate internal/external training.
- Support staff in the management of behaviour
- Support staff with professional development

Staff Development:

Motivate, Inspire and Challenge

- To undertake Performance Management Reviews and to act as reviewer for a group of staff within the designated subjects.
- To contribute to staff training and development within the Area of Responsibility and across the school.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To be responsible for the day-to-day management of staff within the area of responsibility and act as a positive role model across the school.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the cover supervisor/relevant staff to secure appropriate cover.
- To support staff in matter related to well-being

Quality Assurance

- To establish the process of the setting of targets within the Area of Responsibility and to work towards their achievement.
- To establish common standards of practice within the Area of Responsibility and develop the effectiveness of teaching and learning styles.
- To contribute to the school procedures for lesson observation.
- To seek/implement modification and improvement where required.
- To ensure that the Area of Responsibility's quality procedures meet the requirements of Self Evaluation and the School Development Plan.
- To produce an annual assessment analysis and Middle Leader review as part of the school's self-evaluation cycle.

- To support with the reports process

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the Area of Responsibility on the management information system.
- To analyse and evaluate, with the Area of Responsibility, performance data provided and take appropriate action in response.
- To record and measure any impact as a result of action taken

Communications

- To ensure that all members of the Area of Responsibility are familiar with aims and objectives within the framework of the School Development Plan.
- To disseminate information from meetings as and when appropriate.
- To ensure effective communication/consultation as appropriate with the parents of pupils.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the department's views and interests.

Meetings

- Contribute to agenda setting
- Lead Middle Leader team meetings
- Contribute to SLT meetings via agenda/feedback notes or in person

Management of Resources

- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Area of Responsibility budget.
- To work with the Assistant Head in order to ensure that the Area of Responsibility's teaching commitments are effectively and efficiently time-tabled and roomed.

General Duties and Review

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Department Lead – Innovators
Personal and Professional Conduct

The over-riding expectation is that employees and those engaged to work within PINEWOOD SCHOOL will adopt high standards of personal conduct, in order to maintain the confidence and respect of their colleagues, pupils or students, the public in general and, indeed, all those with whom they work or come into contact within the course of their employment or engagement by the individual school.

E = Essential D = Desirable

Education	E	D
Educated to Level 3 (4)	✔	✔
Bachelors Degree or equivalent	✔	
QTS, QTLS or equivalent teaching qualification	✔	
Experience		
Proven ability re Curriculum Design for a range of learners	✔	
Successful experience of leading a class	✔	
Specialist Level 4 qualification in relevant subject or equivalent experience	✔	
Experience of a range of academic, social or emotional interventions		✔
Current experience of working in an educational environment	✔	
Experience of working with special educational needs		✔
Experience of managing and developing a small, effective team and motivating the team to achieve its full potential		✔
Experience of developing and sustaining positive relationships with a wide range of internal and external stakeholders		✔
Skills, abilities and knowledge		
Knowledge and understanding of education policies and practices relating to the education and training of children and young people	✔	
A ‘can do’ attitude and ability to generate high expectations, enthusiasm and commitment in both adults and young people	✔	
Ability to differentiate between individuals within a group setting	✔	
Relentless pursuit of the best possible education and learning in the interests of all children and young people	✔	
Strong inter-personal skills in coaching individuals at all levels to perform against their targets and objectives	✔	
Strong organisational skills	✔	
The ability to analyse and use data to establish benchmarks and set realistic targets for improvement	✔	
The ability to make effective use of stretched resources, including an ability to be creative	✔	
An understanding of what constitutes an effective classroom with high quality provision	✔	

Personal qualities		
A belief in the rights of children and young people to high quality education and to raising standards of achievement while recognising the value and worth of each individual and providing an experience which meets their needs	✔	
A consistently high level of professionalism	✔	
The ability to uphold the individual school and wider Trust's vision	✔	
Decisiveness, including challenging children, young people and others to produce positive outcomes	✔	
Ability to work calmly, patiently and sensitively under pressure and to manage and resolve conflict	✔	
A flexible style that involves appropriate stakeholders in decision making	✔	
A lifelong learner who understands the value of creative and innovative thinking	✔	

The Recruitment Process

Closing Date: 8am, Monday 30 November 2026

Interview Date: Tuesday 8 December 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 fill out the 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.
- 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