

CANIDATE PACK

SEN Class Teacher



Start date:
September 2026

Location:
Manor Mead School,
Laleham Road,
Shepperton,
TW17 8EL

Part of

Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities





Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



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The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

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Maria Dawes - CEO, Schools Alliance for Excellence

Job Description

Job Title: SEN Class Teacher

Salary: MPS1 - UPS3 on the Teacher's pay scale for Inner London, Outer London and the Fringe, + SEN 1 Allowance

Contract Type: Full Time, permanent

Reporting To: Headteacher

We require someone with lots of energy and enthusiasm to support the educational and care needs of the special pupils attending our primary school at Manor Mead Shepperton.

Successful candidates will be supported within the class by a senior teaching assistant and a team of teaching assistants and more widely by a senior management team with many years' experience and an excellent understanding of the rewards and challenges of teaching in a special school.

You will also be collaborating with parents, therapists, specialist teachers and other professionals to support our pupils' diverse needs and enable them to learn and make progress. You will have responsibility for a curriculum area (unless you are an ECT) which will be agreed on appointment.

Manor Mead School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Following the procedures recommended to safeguard children, we will be taking up references if you are shortlisted for an interview. The successful applicant will be required to undertake a DBS check.

Manor Mead is an Outstanding primary school for pupils, age 4-11, with severe, profound and multiple learning difficulties, some with associated autism and Complex Social and Communication Needs (CSCN).

We have two sites; one in Shepperton (PMLD, SLD, associated Autism) and one in Virginia Water (CSCN, ASD).

We offer a calm, supportive and highly structured environment, where pupils are known well and supported to make meaningful progress in both their learning and personal development. Our staff work as a skilled, multidisciplinary team, delivering personalised provision that reflects each pupil's individual needs, strengths and aspirations.

The school has a strong culture of collaboration, reflection and continuous improvement, and places a high value on developing staff expertise within a specialist and deeply rewarding area of education.



Job Description

General Provision

School teachers may be required to carry out the duties set out in the Education (School Teachers' Pay and Conditions) (No 3) Order 2002. The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post-holder in the light of any changes in the requirements and priorities within the school.

Main responsibilities

- To take responsibility for a class of pupils with severe learning difficulties and/or autism.
- To provide examples of good and outstanding teaching practice; including preparation and planning, classroom management and the maintenance of effective working relationships with pupils and colleagues.
- To ensure that there is appropriate differentiation in place and effective teaching strategies are used to meet the needs of pupils with a wide range of complex needs.
- To set targets for pupils and record and report on progress following School guidelines.
- To monitor and evaluate pupils' progress: making assessments and providing reports for each pupil in accordance with school guidelines.



- To manage the class team: organising the effective deployment and direction of all the Support Staff within the classroom and support the development of an effective team.
- To work effectively with other teams in the school to contribute both to joint planning and delivery of the curriculum.
- To implement agreed school policies and guidance.
- To support the School Development and Improvement Plan and contribute to the strategic vision of the Headteacher and Governors.
- To provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- To maintain a safe and secure environment for pupils, in accordance with the school's behaviour policy.
- To participate in meetings which relate to the school's management, curriculum, administration or organisation.
- To communicate and co-operate with other professionals from outside agencies to ensure effective multi-agency working.
- To participate in the school's appraisal procedures.
- To ensure that effective communication is maintained with parents/carers about their child's welfare, progress and participation in our school community.
- To be the Subject Leader for an area of the curriculum: producing Long and Medium Term Plans, monitoring and supporting the delivery of the curriculum subject and ensuring that resources are in place.
- To attend courses, visit other schools etc. to keep abreast of developments: to plan and contribute to School Staff Development.

General Requirements

- Take on any additional responsibilities which might, from time to time, be determined.
- **Safeguarding:** Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.
- **Equity, Diversity and Inclusion:** Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.
- **Health and Safety:** Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.
- **STARS Values:** Consistently model and promote the our STARS values, contributing positively to our culture and reputation. **Sustainability:** Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices. This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Criminal Records Bureau.

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

Our Values

SUCCESS

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

TEAMWORK

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

ACHIEVEMENT

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

RESPECT

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

SERVICE

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

Person Specification

	Essential	Desirable
Safeguard and promote the welfare of all pupils	Be willing to follow the school Child Protection Policy and procedures and undertake mandatory Safeguarding training as directed by the school.	Have experience and understanding of practice and principles for Safeguarding children within an educational setting.
Qualifications	Qualified Teacher Status	Evidence of commitment to Continuous Professional Development.
Experience	Experience of teaching or working with pupils with severe or profound learning difficulties or autism.	Experience of teaching pupils with a range of complex needs.
Knowledge and understanding <i>The class teacher should have knowledge and understanding of:</i>	<ul style="list-style-type: none"> • Providing effectively for the individual needs of all pupils by appropriate planning, delivery and differentiation. • The statutory requirements of the National Curriculum and/or EYFS Framework. • The monitoring, assessment, recording and reporting of pupils' progress. • Effective teaching and learning styles. 	<ul style="list-style-type: none"> • Knowledge and understanding of SEN provision in a mainstream or special school setting. • The statutory requirements of legislation concerning Equality and the implications in a Special School.

	Essential	Desirable
<p>Skills</p> <p><i>The class teacher will be able to:</i></p>	<ul style="list-style-type: none"> • Promote the schools' aims positively, and use effective strategies and practices to foster its ethos. • Create a safe, secure, happy and effective learning environment. • Develop good personal relationships within a team. • Establish and develop relationships with parents/carers and other stakeholders. • Communicate effectively to a variety of audiences. 	<ul style="list-style-type: none"> • Have good ICT skills.
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Approachable, hardworking, Committed, flexible/adaptable, enthusiastic , empathetic, well organised, patient, resourceful. • Have a sense of humour. 	<ul style="list-style-type: none"> • Evidence of effective relationships at all levels. • Set and maintain high professional standards. • Ability to work independently.




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How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).



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