



NESSSS
NORTH EAST SURREY
SHORT STAY SCHOOL

Changing lives. Creating futures.

RECRUITMENT PACK

The North East Surrey Short Stay School is fully committed to safeguarding and promoting the welfare of children and young people. This position requires an enhanced DBS disclosure and satisfactory references in line with our Safer Recruitment checks.

INTRODUCTION

Having been a leader at The North East Surrey Short Stay School (NESSSS) since April 2021, I have witnessed many positive changes. The school is now recognised for its support and education of vulnerable young people across the county with our values of Integrity, Respect and Perseverance underpinning all we do. We are extremely proud of the school we have become.

In November 2023, 100% of staff surveyed by Ofsted said they enjoy working here and understood the school's mission. At NESSSS, you will benefit from a shorter school day, small class sizes (rarely above six pupils), an 80% teacher load (20 of 25 lessons), and flexible hours. Crucially, work will stay at school - we believe your evenings should be your own.

We maintain high expectations. Year on year we have experienced improved results, with over 90% of Year 11 pupils leaving with qualifications in English and maths since 2024, and 95% of pupils moving into education, employment or training. Attendance exceeds the national average for Pupil Referral Units, and our sites are calm, purposeful environments supported by dedicated colleagues.

As part of our team, you will develop expertise in SEND and supporting vulnerable children, backed by a strong training programme and generous CPD budget. Staff may also apply for development through the Apprenticeship Levy, with several gaining degrees and teaching qualifications in recent years.

This is an exciting time to join NESSSS. In 2028, we will move into a new facility, bringing together our Hersham and Staines sites. It will include enhanced teaching spaces and vocational areas for hair and beauty, construction, motor vehicle maintenance and food technology.

To see school life in action, visit our social media to find pupils volunteering, hosting Macmillan Coffee Mornings, creating art, learning chess and taking part in sport. The best way to experience NESSSS, however, is to visit and speak with our staff and students. We are confident you will leave inspired and excited to join our team.

Nick Elliott
Headteacher



ABOUT THE SCHOOL

NESSSS is a Pupil Referral unit serving 18 secondary schools within the boroughs of Elmbridge, Epsom & Ewell and Spelthorne. In recent years, the school has undergone a period of rapid and sustained improvement, investing into both the physical premises and the school curriculum. Our aim is to create a truly exceptional provision for vulnerable pupils in North Surrey and we want to find outstanding members of staff to help us do this.

The school operates across two sites, one in Hersham for students who are medically vulnerable and one in Staines for those requiring an alternative provision pathway. We also have a thriving outreach programme, working with children, parents and schools to avoid permanent exclusions. The success of these programmes has been tangible and following a full inspection in November 2023, the school was graded as Good in all areas.

You can see what Ofsted thought of our provision after their visit in November 2023 [here](#). Some highlights are below:

“Well-trained staff provide thoughtful teaching and therapeutic support to help pupils.”

“Significant improvements have been made to the school since the last inspection. These have been led by a relentlessly ambitious headteacher and senior leadership team, who have the needs of each pupil at the heart of all decision-making.”

“Regular collaboration with staff and the school’s management committee ensures a focus on embedding the school’s values of ‘integrity, respect and perseverance’. This is evident to see in how positively many pupils approach their learning and in their conduct, both in and outside of classrooms.”

Annually, NESSSS helps over 200 pupils across North East Surrey to identify and work towards their next steps. You will find working at NESSSS to be exciting, varied, challenging and most of all, rewarding. Our staff really do make a difference to the most vulnerable children in the area and our mission is clear:

“To help children become ambitious for the next stages of their life or education, whatever that may be”

If you feel that you have the energy, passion, resilience and drive to be part of making the North East Surrey Short Stay School something truly exceptional, we would love to have you on our team. The pupils, staff and Management Committee warmly invite you to visit us and see the ‘NESSSS Community’ in action. We are sure you will experience our friendly, relaxed atmosphere and get a taste of how rewarding your work will be.



JOB ROLE - TEACHER

We are looking for a classroom teacher who has experience of either primary or secondary education. Any experience of delivering literacy or numeracy to children with SEND, or experience of teaching either subject to GCSE will be an advantage.

Class sizes are small (rarely more than six), behaviour is calm, and staff are given the trust and flexibility to teach well. You'll be part of a dedicated team helping pupils gain meaningful qualifications and life skills. Whether you're a qualified teacher or an experienced professional with teaching experience, we'd love to hear from you.

We welcome visits to the school - and we think once you've met our pupils and see how we do things, you'll want to be part of what we're building.

The North East Surrey Short Stay School offers the opportunity to work:

- At a school which values work-life balance and strives to ensure **every** teaching member of staff has an 80% load.
- In a vibrant community where staff truly make a difference to the lives of young people both inside and outside of the classroom
- Where "one size fits all" teaching is strongly discouraged, in fact not only is experimentation within the classroom encouraged, it is expected!
- For leaders who understand the demands of teaching young people with additional needs
- With fantastic pupils who enjoy a dynamic and engaging curriculum
- With a strong induction programme tailored to your experience and needs
- Collaboratively within a very supportive environment where professional development is an essential aspect of our daily practice
- In an environment that will challenge you and help you develop your career
- Towards creating outstanding pupil experiences for all

Please contact Nick Elliott, Headteacher (nelliott@nessss.surrey.sch.uk) or visit www.nessss.surrey.sch.uk for more information about the school. **The deadline for applications is ongoing. Applications will be considered until the end of term – start date is negotiable.**

To apply, please visit our website www.nessss.surrey.sch.uk/vacancies/ where you will find the job description and application form. Completed Application Forms should be emailed to shuff@nessss.surrey.sch.uk addressed FAO the Headteacher.

JOB DESCRIPTION

The Post Holder will report to: **SLT**

Main Tasks / Accountabilities

This is not intended to be an exhaustive or definitive list. You may be required to carry out other duties where necessary.

As a classroom teacher you will:

Set high expectations which inspire, motivate and challenge pupils

- Establish a safe and stimulating environment for pupils, rooted in mutual respect
- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- Demonstrate consistently the positive attitudes, values and behaviour expected of pupils

Promote good progress and outcomes by pupils

- Be accountable for pupils' attainment, progress and outcomes
- Plan teaching to build on pupils' capabilities and prior knowledge
- Guide pupils to reflect on the progress they have made and their emerging needs
- Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- Encourage pupils to take a responsible and conscientious attitude to their own work and study

Demonstrate good subject and curriculum knowledge

- Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard

Plan and teach well-structured lessons

- Impart knowledge and develop understanding through effective use of lesson time
- Promote a love of learning and children's intellectual curiosity
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- Reflect systematically on the effectiveness of lessons and approaches to teaching
- Contribute to the design and delivery of an engaging curriculum within the relevant subject areas

Adapt teaching to respond to the strengths and needs of all pupils

- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them

JOB DESCRIPTION

Make accurate and productive use of assessment

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- Make use of formative and summative assessment to secure pupils' progress
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback

Manage behaviour effectively to ensure a good and safe learning environment

- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- Have high expectations of behaviour, 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 in order to involve and motivate them
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary

Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Deploy support staff effectively
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Communicate effectively with parents with regard to pupils' achievements and well-being

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities

JOB DESCRIPTION

Specific Responsibilities:

- Teaching of literacy and/or numeracy curriculum for KS3 and KS4 pupils

Class Teacher Responsibilities:

- To follow the agreed syllabus, to develop and update the topics/subjects' schemes of work
- To ensure that the teaching area is organised appropriately to provide a safe, tidy, pleasant and stimulating working environment for the pupils
- To ensure that all lessons are thoroughly prepared and carefully structured, and that the work is appropriate to the needs and abilities of the pupils
- To mark work thoroughly in line with the school conventions and guidance, and to keep up to date records of each pupil's work and progress
- To produce an Annual Assessment of pupil achievement for each child, in accordance with the agreed Annual Report procedures
- To participate in appropriate meetings with colleagues in the interest of subject development
- To be prepared to undertake relevant INSET and training
- To follow the agreed formative and summative assessment procedures
- To prepare for KS4 accreditation working towards meeting the agreed school targets

General Responsibilities:

- To follow agreed school policies on the curriculum and the management of behaviour
- To share in the supervision of pupils at break time, arrival and departure in accordance with published duties
- To take a share, under the direction of the Leadership Team, in the whole school approaches towards the making, reviewing and updating of school policies through formal meetings, discussion and consultation
- To make and record home visits (as required and agreed)
- To be flexible in terms of carrying out particular duties as the Headteacher may reasonably direct from time to time

Additional Information

- The North East Surrey Short Stay School is committed to safeguarding children and promoting the welfare of children and young people / vulnerable adults and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment
- This post is subject to an Enhanced DBS check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance/s will need to be sought
- CVs will not be accepted

Transport

- You must be able to meet the travel requirements of the post

**As part of the pre-employment checks that are undertaken for this role, you will be asked to complete a Pre-Employment Medical Questionnaire. The questionnaire is confidential, and is screened by our Occupational Health Department, who will ensure that you are medically fit for this role before being formally offered the position.*

PERSON SPECIFICATION

SPECIFICATION	ESSENTIAL OR DESIRABLE
QUALIFICATIONS	
• Qualified Teacher • English or maths as a subject specialism at KS2, KS3 or KS4 • Ability to teach a vocational area (DofE, Land studies, DT, PE) • An additional qualification in a relevant specialism e.g. SEN	Desirable
EXPERIENCE	
• Evidence of work which has led to positive outcomes for students • Knowledge of working with children with learning and additional needs / special educational needs • A proven track record in restorative practices • Experience of implementing intervention programs for literacy	Essential Essential Desirable Desirable
SKILLS / ABILITIES	
• Understanding of good teaching practice • The ability to maintain consistent expectations and boundaries • The ability to work as part of a team • The ability and confidence to take responsibility for planning and delivery of appropriate curriculum and intervention • Ability to articulate a sound educational philosophy consistent with the school aims • Enthusiasm for learning • Empathy with young people • The ability to use Information Technology effectively	Essential Essential Essential Essential Essential Essential Essential Desirable
PERSONAL QUALITIES	
• Ability and willingness to work with a wide range of people and build positive and appropriate relationships with young people • High standards and expectation • The ability to remain calm in stressful situations • Smart professional appearance • Positive personality and outlook • Excellent interpersonal skills • A sense of humour • Must be a good role model for students • Must be adaptable and willing to accept guidance and support	Essential Essential Essential Essential Essential Essential Essential Essential Essential

HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel may not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Huff on 01932 229 369 or shuff@nessss.surrey.sch.uk

Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Please note that CVs will not be accepted.

Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application. Please send these documents to the shuff@nessss.surrey.sch.uk.

Shortlisting

Shortlisting will be completed as soon after the closing date as possible although suitable candidates may be considered earlier. Shortlisted candidates will be contacted by telephone and by email. If you have not heard from us within two weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at the North East Surrey Short Stay School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving license or identity card.

References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until the North East Surrey Short Stay School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

HOW TO APPLY

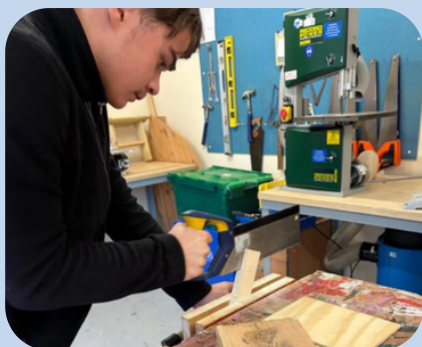
Online Searches

In line with the statutory guidance document Keeping Children Safe in Education (2022) the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

Disabled applicants

The North East Surrey Short Stay School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview, please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary. (Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

SEE THE DAY TO DAY



CLICK HERE TO VIEW OUR SOCIALS

NESSSS Herham

📍 174 Molesey Road, Herham KT12 4QY
☎ 01932 229 369

NESSSS Staines

📍 Stanwell New Road, Staines-upon-Thames TW18 4HZ
☎ 01784 464416

✉ info@nessss.surrey.sch.uk
🌐 www.nessss.surrey.sch.uk



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