



ASHFOLD SCHOOL



Candidate Brochure

SEN Teacher (part-time)

Required to start September 2026

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The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

Ashfold is a leading prep school for approximately 240 boys and girls aged 3-13 years. The School is set in 30 acres of beautiful grounds on the edge of the village of Dorton in the Buckinghamshire countryside and includes 5 sports pitches, AstroTurf, netball and tennis courts and woodland.

We are looking to recruit a part-time (3 days per week) SEN Teacher, where the successful candidate is an excellent communicator with strong inter-personal and administrative skills. They will possess the drive and energy to operate as an engaging teacher for those pupils with Additional Needs, such as EAL, and with Special Educational Needs.

Well qualified in supporting those with Special Educational Needs and with extensive experience in a school, college, or similar environment, they will have the ability to work closely with other teaching staff, as well as winning the confidence of pupils and communicating clearly with parents. The ability to offer some subject teaching is desirable. They will be passionate about children's education and will work as part of a dynamic team of outstanding Teachers and Teaching Assistants. Enthusiastic and inspirational, they will be able to nurture the children's development through their innovative and exciting teaching practice. The successful candidate will be able to encourage the children to explore and question the world around them and learn from their stimulating environment. They will be able to foster positive relationships with the children, staff and the wider School community. Kind, caring and approachable, the post-holder will be motivated to get involved with all aspects of our busy and vibrant Prep School.

Ashfold offers an excellent all-round education and a wealth of opportunities to excel both in the classroom and beyond. We encourage and celebrate participation in sport and the arts, including art and design technology, drama and music as well as a wide variety of extra-curricular activities enabling every child to develop their individual strengths, talents and interests and discover new ones.



Job Description

Support for Children.

- To teach individual children on a one-to-one basis, or in small groups.
- To prepare lessons and resources for each of your 1:1 pupils.
- Liaising with Form and Subject teachers to assess children and develop a programme of learning which sees them develop and acquire new skills.
- Monitor the progress of pupil's through assessment in 1:1 sessions and through their performance in classwork and exams, and adapt teaching as appropriate.

Support for Teachers.

- Following consultation with teachers, to write and regularly update Achievement & Support Plans for children you teach.
- To help assess, record and provide regular written feedback to the Form Teacher/Tutor and Subject teachers on children's progress and achievement.
- Suggest techniques and strategies that teachers can use to support 1:1 pupils in the classroom.

Support for the School.

- To work collaboratively with colleagues as part of a professional team, in particular with Subject Teachers, Form Teacher/Tutors and SENDCo.
- To assess children referred to the Learning Support Department in order to ascertain what needs the child may have and to make recommendations for their progress.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- Assisting with break/lunch duties and any other duties as may be reasonably required by the Headmaster, Director of Studies or SENDCo.
- To participate in the extra-curricular activities of the School.
- To attend INSET and staff meetings at the start of each term as required and as directed by SENDCo.

Communication

- To develop positive links with parents and to liaise closely with them regarding individual pupils progress and development.
- To communicate effectively both orally and in writing with parents, colleagues and other agencies to support achievement and progress of pupils.
- To record and report to parents, a children's progress at regular parents' evenings and in termly written reports.
- To regularly communicate with your line manager about the children in your class to ensure all their developmental and pastoral needs are met and continuity of approach towards any issues which may arise.
- Celebrate pupil achievements in partnership with staff and parents.
- Help raise aspirations among pupils and foster a delight in learning.

Teamwork.

- To contribute fully to the life & ethos of the School.
- To work closely as part of a team with all other staff at the School - both Teaching and Support staff.
- To establish constructive, positive and professional relationships.

- To be actively involved in all Pre-Prep and School activities including Assemblies, Plays, Meetings, Concerts, Open Mornings, Sports Days, Fund Raising Events, INSET etc. outside normal School hours if required.
- To maintain professional development both by undertaking self-assessment and appraisal by the Head of Learning Support and by attending appropriate INSET courses.
- To be responsible for, and review, specific subject policy documents as requested, to amend as appropriate and to contribute to the process of curriculum development.

Other Professional Requirements:

- To attend and participate in staff INSET days as directed.
- To establish and maintain effective working relationships.
- To be aware of the need to take responsibility for your own personal development.
- To contribute to the development, implementation and evaluation of the school's policies, practice and procedures in such a way as to support the school's values and vision.
- To adhere to the staff dress policy maintaining a high standard of professional appearance.
- To promote the school at all times.

Safeguarding

The welfare, health and safety of all those who learn, work or visit Ashfold School is our prime concern. The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact. They must adhere to and ensure compliance with the school's safeguarding policies and procedures at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of the children at the school they must report any concerns to the school's Designated Safeguarding Lead or to the Head.

This role profile is not exhaustive and it will be subject to periodic review.



Person Specification

Qualifications and Training	Essential	Desirable
Qualified Teacher with QTS or equivalent	✓	
Good GCSE (or equivalent) passes in Mathematics and English Language	✓	
A recognised SEND qualification (eg. Cert SpLD (Level 5))		✓
Accomplished IT skills	✓	
Teaching Skills		
A passion for SEN	✓	
Excellent knowledge of SEN, <i>KS 1 & 2 English & Maths</i>	✓	
Be an outstanding and inspirational teacher	✓	
Have the highest expectations of and aspirations for children	✓	
Knowledge and understanding of how ICT can be used in the teaching of children with SEN		✓
Experience		
Teaching Special Educational Needs	✓	
Teaching English & Maths in KS1 & 2	✓	
Supporting SEN children's preparation for Common Entrance & 13+ Scholarship examinations		✓
An understanding of, and commitment to, the prep school ethos		✓
Personal Skills		
Approachability and the ability to deal sensitively with staff, parents & children	✓	
Ability to work under pressure while maintaining a positive and professional approach	✓	
Excellent administrative and organisational abilities, and an eye for detail	✓	
High personal standards	✓	
Team player	✓	
Must be well presented	✓	
Enthusiasm & energy	✓	
Be empathetic, patient and kind	✓	
Willingness to contribute to the extra-curricular life of the school	✓	
Communication Skills		
Good communication skills	✓	
Ability to develop good relations with staff, parents, pupils and the wider school community	✓	
This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.		
Date Agreed: Jan 2026 (MPR/SEN/People Team - Ashfold)		

Terms and Conditions

- We are seeking to appoint a part-time SEN Teacher (0.6FTE) on a permanent contract with effect from September 2026.
- The role attracts a competitive salary, dependent on qualifications and experience, within the range of £35K-£40K FTE.
- Although the working hours will be variable, the usual daily working will be between 8:00am to 6:00pm Monday to Friday depending on the requirements of the timetable. There will also be the requirement to attend INSET days, Open Mornings, Parents Evenings and Speech Day; the latter of which ordinarily falls on the last Saturday of the academic year.
- The School operates a teachers group pension scheme to which the school contributes 15.5% of your salary subject to your minimum contribution of 5%. All eligible staff are enrolled automatically in the scheme and other members may join on request.
- Free parking, school meals and refreshments are provided on School and INSET days.
- The School hosts various social events throughout the year and also provides access to benefits and wellbeing resources.

The School

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The school week runs from Monday to Friday and there is no Saturday school. We offer optional boarding Monday – Friday inclusive which is very popular. Applicants should bear in mind that all placements/GAP staff are expected to contribute to the extra-curricular life of the School as well as supporting in the classroom/sports arena.

Ashfold is broadly non-selective at the point of pupil entry and follows a wide and challenging curriculum to prepare pupils for both Common Entrance and Scholarship examinations. The majority of pupils remain at the School to the end of Year 8.

Pupils move on to a wide range of leading independent day and boarding senior schools at 13+ and many of our children win scholarships or awards to their senior schools.

Applications

Those wishing to be considered for the post should download the Stowe Group Application Form from the website. This application should be emailed to: HR@ashfoldschool.co.uk or posted to the HR Team, Ashfold School, Dorton, HP18 9NG.

Applications not submitted on the formal Application Form, or applications not completed in full, will not be considered.

Closing Date: The closing date for applications is midnight on Sunday 8 March 2026.

Interviews: Interviews for shortlisted candidates will take place shortly after the closing date.

We encourage early applications and reserve the right to close this vacancy prior to the closing date if we receive a sufficient number of suitable applicants.

Ashfold is committed to the protections and safety of its children and the successful candidates will be subject to an enhanced DBS check. We welcome applications regardless of age, gender, ethnicity or religion.

If you would like to discuss any aspect of the post in greater detail, please contact the HR Team on 01844 238237 or email hr@ashfoldschool.co.uk

