



Saint Joseph's

CATHOLIC SCHOOL

Special Educational Needs Coordinator

CANDIDATE INFORMATION



Welcome from the Headteacher

Dear Candidate,

The Governors and I welcome your interest in the position of Special Educational Needs Coordinator at St Joseph's Catholic School. This is an exciting opportunity to join our dedicated team at a happy and successful school.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our good reputation within the community, following year-on-year improvements in results, has resulted in us becoming oversubscribed and a school of choice for many parents. Since 2016, the school has seen an increase in pupil numbers of 31%.

Following an extremely pleasing Ofsted inspection in January 2018, we have a clear focus on the areas we need to improve. I am thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged to be Good in all areas with clear evidence of elements that are Outstanding.

Our 2023 headline figures for Maths and English showed a 10% rise compared to the previous year's results which bucks the national trend.

New staff joining the school will be welcomed by a warm, supportive environment, along with excellent professional opportunities to expand your personal growth.

If you believe this is a challenge that you would like to be a part of, I invite you to visit the school and see for yourself the opportunity we are offering.

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.

Mr J. McParland
Interim Headteacher



Key Information

Post: **Special Educational Needs Coordinator**

Salary Range: **MPS-UPS + TLR**

Responsible To: **Deputy Headteacher**

Contract Type: **Permanent**

Dates

Application Deadline: **Date**

Interviews: **TBC**

Start Date: **ASAP**

“Thank you for your support and leadership throughout my time at St Joseph’s. I am very grateful for the high standards you set and feel confident to further my career, but St Joseph’s will always hold a special place for me.”



Responsibilities & Key Tasks for SENCO

Main Responsibilities and Specific Duties:

- Strategic direction and development of SEN provision.
- Ensure that the school carries out its statutory responsibilities regarding all pupils with Statement of Special Needs.
- Use of Wiltshire GRSS (Wiltshire Graduated Response to SEND Support) to assess pupil need.
- Use of Wiltshire OPAL (Ordinarily Available Provision for All Learners) to identify expected provision.
- Management of provision map software for pupil needs and provision tracking.
- Support all staff in understanding the needs of SEN pupils.
- Liaise with staff, parents, carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Ensure effective systems of communication, including feedback about pupils' progress to inform future planning.
- Attend meetings as directed by the Deputy Headteacher (Pastoral & Ethos) including Early Intervention Team meetings.
- Provide reports for other agencies as required.
- To keep up to date communication logs and pupil files.
- To meet with parents and ensure they are well informed, including writing letters to parents.
- To complete and send referral forms when appropriate.
- To liaise with parents, feeder schools, external agencies, exam boards, alternative, education providers to access the appropriate provisions and resources for SEN pupils.
- To work closely with the Work Experience Careers and Co-ordinator to ensure that pupils have clear transition paths into suitable post-16 destinations.
- To co-ordinate the application for and of special arrangements in external examinations in conjunction with the Examinations Officer.
- Support and lead the pastoral team to promote good behaviour.

Experience:

- Qualified teacher with at least 4 years' experience.
- Have experience of teaching in KS3/KS4.
- Experience of working with children with a wide range of SEN.
- Have experience of working successfully and co-operating as a member of a team.
- Have experience in training other staff and/or introducing SEN initiatives.
- Have experience of working alongside other teachers/staff in the development of teaching and learning.

(continued)

Professional Values:

The SENCO will have the ability to:

- Establish and maintain good professional relationships with children, parents/carers and colleagues.
- Set high expectations of all children and be committed to raising education achievement.
- Adopt a flexible approach to working.
- Understand the value of education and teaching.

Knowledge & Understanding:

The SENCO will have the knowledge and understanding of:

- The statutory legislation concerning Safeguarding including Child Protection, Equal Opportunities, Health and Safety, DES and SEN.
- The theory and practice of providing effectively for the individual needs of all children eg. Classroom organisation, learning strategies.
- The SEN Code of Practice and its practical application of strategies for meeting the needs of SEN children.
- The positive links necessary within school with all its stakeholders.
- Experience of working with and developing the role of external services that support the provision of children with SEN.
- Experience of the statement process and the evidence needed.
- Effective teaching and learning styles and how to implement them.
- How to further develop professional skills and knowledge.
- How to establish an effective rapport with children which is based on high expectations.

Teaching and Learning:

- Influencing the whole Teaching and Learning Policy to promote aspects of inclusive teaching.
- Lead INSET on SEN issues and support induction of new staff.
- Collect and share specialist assessment data gathered on pupils and ensure this is used to inform practice.
- Work with pupils and teachers with tutorial/pastoral responsibilities to ensure high expectations of behaviour and achievement is set for SEN pupils.
- Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum.
- Oversee and monitor the provision mapping, IEPs and other support plans.
- Supporting the Head Teacher in meeting statutory responsibilities for SEN Statements.
- Lead the annual review meetings for statement students and complete relevant administration.
- Gather evidence, provide reports and apply for Statutory Assessments or EHCP's as required.

Leadership and Management:

- To actively support and promote the school vision and its values and with the senior leadership team ensure the school aims are being met.
- To promote an atmosphere of continuing professional development and to share good practice with colleagues.

- To contribute to the School's Development Plan.
- To report regularly to the Head Teacher and Governing Body on the evaluation of the effectiveness of provision for SEND pupils.
- To be a strong role model for pupils.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

Notes on Safeguarding & Child Welfare:

We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Please note that in line with 'Keeping Children Safe in Education 2022' guidance, the school conducts online searches via the internet on all applicants that are shortlisted for interviews.



Person Specification for SENCO

Criteria	Essential	Desirable
Qualifications		
Qualified Teacher Status	✓	
National Qualification for SENCo (or commitment to complete this within 3 years of appointment)	✓	
Evidence of continuous INSET with particular reference to Special Educational Needs		✓
Skills		
Empathise with the difficulties of SEN pupils in accepting broad and balanced curriculum	✓	
Organise and sustain systematic support from a variety of providers for a range of SEN	✓	
Advise and motivate teaching staff with SEN initiatives	✓	
Clearly present a wide range of specialised information to both educationalists and non-educationalists	✓	
Make consistent judgements based on careful analysis of available evidence	✓	
Excellent classroom practitioner	✓	
Confident in the use of information and communication technology		✓
Good influencing and negotiation skills		✓
Experience		
Qualified teacher with at least 4 years' experience	✓	
Evidence of continuing professional development	✓	
Evidence of working alongside other teachers in development and learning	✓	
Evidence of attending meetings to support pupils initial and annual reviews	✓	
Teaching all Key Stages, dealing with a range of SEN		✓
Experience in attending LAC and PEP meetings		✓
Knowledge		
Strategies for meeting SEN in a mixed ability class situation	✓	
The SEN Code of Practice and its practical application		
The statementing process and the evidence needed		
Behaviour management techniques for groups and individuals		
Good understanding of curriculum and pedagogical issues related to extending pupil performance and the development of thinking skills		
Good understanding of the principles behind school improvement		
The funding support mechanism for SEN		
The roles and responsibilities of educational psychologists and of learning and behaviour support services		
Pastoral support plans		

An understanding of the broader secondary and primary context and Government initiatives to raise achievement		
Personal Characteristics		
Willingness to share expertise, skills, and knowledge	✓	
Sensitivity to the aspirations, needs and self-esteem of others	✓	
Commitment to team working	✓	
Willingness to address challenging issues with clarity of purpose and diplomacy		
Preparedness to attend national and regional venues for meetings and training sessions		

“Before I came to St Joseph’s I was very close to giving up on teaching as I had many knock backs in my first school... but it turns out I just hadn’t found the right school. I will be forever grateful for the support I received on a professional level, but also on a personal level when I needed it most.”

“You really have been a wonderful lot to work with. You are so patient and kind which really makes a difference. I will miss the banter over the phone and in the corridors which has made it a joy coming to work. You are all part of an amazing team and the students at this school are very lucky to have you.”



About St Joseph's Catholic School

"Excellence for the sake of the Gospel"

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

Our School Ethos

St Joseph's Catholic School is a small 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting, and caring school where our Catholic ethos is at the heart of everything we do.

Our values and ethos permeate everyday life as a community, each child and every adult are treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities, and we are very proud of our successes and our outstanding reputation within the local community.

Overview of the School

Our school encourages and guides each of its pupils to develop their own unique gifts and talents.

By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills, and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience, and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve, and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.





Academic Success

Over the past five years, St Joseph's Catholic School has exceeded challenging targets, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils.

We have received local and national recognition for our GCSE results which places our school as one of the top-performing smaller educational establishments in the country.



Staff Welfare & Career Professional Learning

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.

We offer a suite of NPQ national qualifications to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years.

Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



Safeguarding & Child Protection

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The school will conduct online searches through Google for all shortlisted applicants. All new staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.



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CATHOLIC SCHOOL

Thank you for your interest –
we look forward to hearing
from you soon.

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