



## St Benedict's Catholic College



## SENDCo Application Pack

### Message from the Principal

St Benedict's Catholic College is a highly respected and oversubscribed Roman Catholic 11-16 school serving Christian families throughout north-east Essex. We strive to promote the values of our Christian faith throughout our daily life.

Our 2023 Ofsted inspection found that we continue to be a good school, that we are a welcoming school with a strong ethos of caring for pupils and promoting academic achievement. We are recognised for many strengths of our college – as well as noting how well-behaved, confident and happy our young people are.

Student attainment at GCSE in the core subjects of English and mathematics, and in science and humanities subjects, is well above average. St Benedict's is a great place to be and I'm delighted that you are interested in applying to be part of our team.

As our mission statement says, we are proud to be an inclusive community where spiritual, emotional and academic growth are nurtured. We believe in putting learning first and striving for excellence

Our facilities are superb and we have a rich variety of extra-curricular opportunities that underpin our academic success. The college is set in pleasant, spacious grounds which include hard play areas, playing fields and tennis courts. We have a well-equipped sports hall and fitness suite. Our chapel is used regularly by students and staff for worship, prayer and quiet reflection.

The special needs department has a Deputy SENDCo, 3 HLTAs, 13 LSAs, and use of an outside classroom. The SENDCo has a dedicated PA to provide administrative support.

St Benedict's students develop into happy confident and self-aware young adults. There are many opportunities for them to thrive and shine, through high quality teaching and numerous clubs and activities.

We are looking for a SENDCo.

#### The successful candidate will be:

- committed to providing the very best learning opportunities for all our students
- able to challenge all students to make exceptional progress
- a strong team player who forms excellent relationships with staff, parents and students
- willing to support the strong Catholic ethos of our college
- SENDCo qualification holder

#### We can offer you:

- a warm and welcoming college with excellent links to parish communities
- enthusiastic and well-behaved students who are eager to learn
- supportive, hardworking staff, governors and parents
- opportunities to further your professional development

If you would like any further information, or would like to arrange an informal visit, please contact Miss Tammi Crawford PA to the Principal, on 01206 549222.

The closing date for applications is 22<sup>nd</sup> April 2024 at midday and interviews will be held on 30<sup>th</sup> April 2024.

## RECRUITMENT

Please apply by completing an application form which can be obtained from the College website [www.stbenedicts.essex.sch.uk/vacancies](http://www.stbenedicts.essex.sch.uk/vacancies) or by emailing [c.miller@stbenedicts.essex.sch.uk](mailto:c.miller@stbenedicts.essex.sch.uk). Details about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website - [www.stbenedicts.essex.sch.uk/welcome/privacy-notice/](http://www.stbenedicts.essex.sch.uk/welcome/privacy-notice/)

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The successful applicant will be required to complete an enhanced DBS check.

We look forward to hearing from you

Yours sincerely



Jo Santinelli  
**Principal**

## Flavour of the local area

The College is situated a short walk from Colchester Town Centre, Britain's oldest recorded town.

Colchester is a thriving, modern town with great visitor attractions, including the family favourites Colchester Zoo and Colchester Castle, as well as fantastic places to eat, drink and shop



There is a growing arts scene in the town, with two highly acclaimed local theatres and the renowned Firstsite and Minories Galleries hosting significant art exhibitions and installations.

The town also benefits from a wide range of excellent schools and colleges as well as being the home of Essex University's main campus.

Colchester also benefits from superb transport links, including excellent road links, direct rail lines going into London (which is less than an hour away), and easy access to London Stansted and London Southend Airports which fly to a growing number of destinations throughout Europe.



## SENDCo – Job Description

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

**Reports to:** Principal

**Salary:** Leadership 8-12

### Job Role

#### Teaching and learning

- Identify and adopt the most effective teaching approaches for SEND students.
- Monitor teaching and learning activities to meet the needs of SEND students.
- Liaise with other schools to ensure continuity of support and learning when transferring SEND students.
- Promote Inclusion best practice and contribute to the aims and ethos of the school through and when possible, attendance at school events.
- Promote quality first teaching
- assess children who have long or short-term learning difficulties and working with colleagues to identify individual pupils' special needs
- implement specific interventions
- develop and advise on schemes of work, resources, teaching and learning strategies
- develop and disseminate teaching and learning expertise in SEND teaching

#### Recording and assessment

- Set targets for raising achievement among SEND students and other groups as appropriate.
- Collect and interpret specialist assessment and performance data and share with other staff and Governors as appropriate.
- Maintain systems for identifying SEND, and assessing and reviewing SEND provision. This includes creating and monitoring EHC plans, provision maps with teachers and learning support assistants.
- Update the Principal and governing body on the effectiveness of provision for SEND students.
- Keep parents informed about their child's progress through individual meetings and at parents' evenings.
- As necessary, prepare applications for EHC Plans; co-ordinate and attend annual reviews.
- Create IEPs as necessary
- Coordinate the assessment of students for access arrangements with the examinations officer and ensure that arrangements are in place for all internal and external exams
- Maintain SEND register.
- Evaluate the effectiveness of provision.

#### Leadership

- Line management of the staff of the department.
- Ensure all members of staff are able to recognise and fulfil their statutory responsibilities to SEND students.
- Provide training opportunities for learning support assistants, HLTAs and teachers to learn about Inclusion, including whole-school in-service training.
- Disseminate good practice in Inclusion across the College.
- Identify resources needed to meet the needs of SEND students and manage the SEND

budget.

- Work with the Principal and Governors on the strategic development of SEND and Inclusion, including reviewing and formulating appropriate policies.
- To be responsible for the supervision and organisation of learning support assistants, including their performance management.
- Support student progress meetings, recording agreed provision within provision maps.
- To be involved in the appointment of Learning Support Assistants.
- To work with the Principal, Deputy SENDCo, and other key staff on developing the effectiveness of transition arrangements
- Liaise with the Educational Psychology service and other specialist and support agencies.
- To keep abreast of developments in SEND (e.g. research, changes to the law) and inform staff and Governors as necessary.
- To attend appropriate training, CPD and conferences and provide feedback to colleagues.
- Lead CPD on inclusion matters as needed across the college.
- Work with the Principal to plan the overall deployment of teaching assistants, and HLTAs throughout the college.
- Liaise with key stage leaders and all teachers in the successful deployment of learning support assistants within key stages and year groups.
- Undertake SEND self-evaluation, contributing to the college SEF and improvement plan and planning for continuous improvement in inclusion practice
- Model good practice in teaching students with SEND including those with severe complex needs.
- Develop links with governors, the LA, external agencies and neighbouring schools.
- Line management of identified staff. Co-ordinating their workload and delegating tasks as appropriate.

This is a public facing role and the post holder must communicate fluently in English.

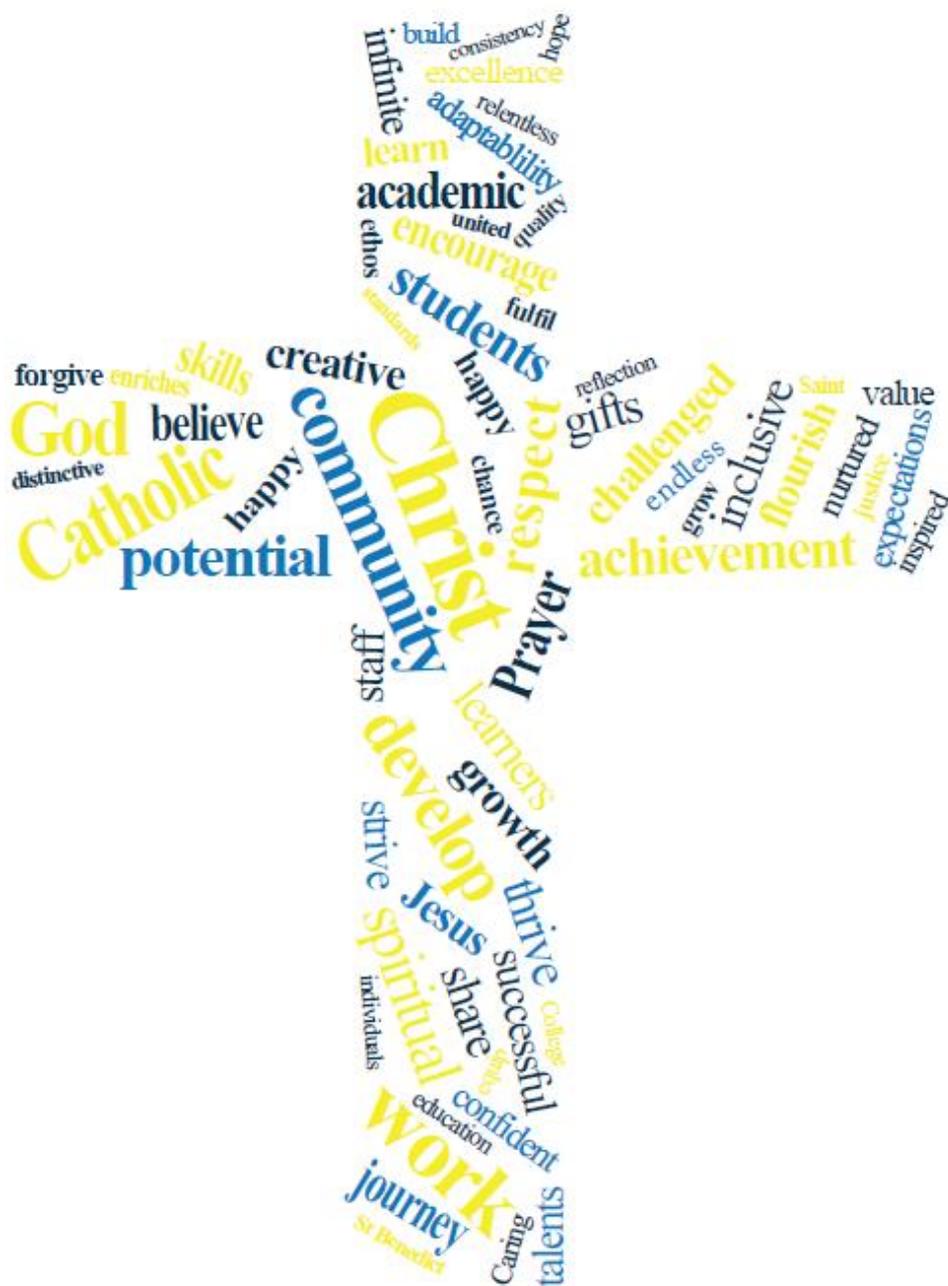
The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade

Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>	<b>Essential</b>	<b>Desirable</b>
Qualified Teacher status	✓	
Evidence of continuous INSET with particular reference to Special Educational Needs (SEN)	✓	
Teaching at KS3 & 4	✓	
Qualified teacher with at least four years' experience	✓	
Evidence of continuing professional development	✓	
Evidence of work with colleagues	✓	
Experience of budget management	✓	
Experience of training other teachers	✓	
Experience of working alongside other teachers in the development and learning	✓	
Experience of setting targets and monitoring, evaluating and recording progress	✓	
National SENCO Qualification	✓	
<b>Knowledge and Understanding</b>		
Strategies for meeting SEN in a mixed ability class situation	✓	
The SEN Code of Conduct and its practical application	✓	
The statementing / EHCP process and the evidence needed	✓	
Behaviour management techniques for groups and individuals	✓	
Familiarity with the concepts of Gifted and Talented	✓	
Good understanding of curriculum and pedagogical issues related to extending pupil performance and the development of thinking skills	✓	
Good understanding of factors promoting effective transfer of learners from one phase of education to the next	✓	
Good understanding of the principles behind school improvement including school improvement planning, monitoring, review and evaluation of progress	✓	
An understanding of using comparative information about attainment	✓	
An understanding of the funding support mechanism for SEND		✓
An understanding of the roles and responsibilities of educational psychologists and of learning and behaviour support services		✓
An understanding of the broader secondary and primary context and Government initiatives to raise achievement		✓
An understanding of Pastoral support plans		✓
Good understanding of the principles behind project management including planning, monitoring, review and evaluation progress		✓
Knowledge and understanding to support EAL children		✓
<b>Skills</b>		
Empathise with the difficulties of SEN pupils in accepting the curriculum	✓	
Organise and sustain systematic support from a variety of providers for a range of SEN	✓	
Line management of staff	✓	
Advise and motivate teaching staff	✓	
Present clearly a wide range of specialised information to both educationalists and non-educationalists	✓	
Make consistent judgements based on careful analysis of available evidence	✓	

## RECRUITMENT

Excellent classroom practitioner	✓	
Good communication skills, both written and oral	✓	
Good presentation skills with the ability to enthuse and motivate others		✓
Good organisation skills	✓	
Confident in the use of information and communication technology		✓
Good influencing and negotiation skills		✓
<b>Personal Characteristics</b>		
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, which may involve overnight stays and occasional work in the evenings, at weekends or in school holidays	✓	✓



**St Benedict's Catholic College**

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[www.stbenedicts.essex.sch.uk](http://www.stbenedicts.essex.sch.uk)

