



Learning together, succeeding together, inspiring excellence

November 2019

Dear Applicant

Appointment of Assistant SENDCO

Thank you for your interest in the post of Assistant SENDCO at St Katherine's School.

St Katherine's is a medium sized 11-19 mixed comprehensive school. We are situated on the edge of Bristol in a beautiful rural environment and enjoy excellent transport links. Although we are a North Somerset Local Authority School, the vast majority of our young people live in the neighbouring authority of Bristol and make a positive choice to travel out of the city each day to enjoy the vast wealth of opportunities that St Katherine's has to offer.

We were delighted to join Cathedral Schools Trust (CST) in January 2019 and this partnership is already having a very positive impact on our school. We are actively involved in the North Somerset Teaching Alliance (NSTA) and are privileged to offer first class continuous professional development opportunities through our trust and NSTA links. Our staff place great value on their CPL and this remains a priority for the school each year as we focus on what makes the difference - the classroom. CST also has a well developed Teaching School Alliance with a full suite of NPQ qualifications on offer along with a significant SLE presence. The successful candidate may be asked to contribute to school improvement activities across the trust if appropriate.

Students, staff, parents/carers and governors are very proud of our school and its achievements. We were left disappointed in March 2018 with our Requires Improvement judgement from Ofsted and we have remained committed to delivering on our Quality Improvement. We continue to deliver a high quality education for all our young people, focusing on the whole child with equal value being placed on outcomes and character. We were delighted with our improvements in 2018. We have been oversubscribed for the last two years and are confident we are rapidly becoming a very good school. Further information about the school can be found on the school [website](#)

To apply for this role please go to: <https://www.tes.com/jobs/employer/-1001486> Applicants should complete the online application form. Please ensure that your supporting statement meets the requirements of the person specification and outlines why you have chosen to apply for this post.

The closing date for receipt of completed applications is **midnight 1 December 2019**. Interviews will be held during w/c 2 December 2019

St Katherine's School is an equal opportunities employer in line with the 2010 Equality Act. We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

Yours sincerely

Justin Humphreys
Headteache

**ACCEPTANCE | RESPECT | HONESTY | DETERMINATION | EQUALITY | EXCELLENCE
FRIENDSHIP | ASPIRATION | RESILIENCE | RESPONSIBILITY**



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St Katherine's School

Assistant SENDCO

37 hours per week, Term time (including 5 inset days)

Salary: £18,633 - £21,102 pa

We are seeking to appoint a hardworking, dynamic individual to assist the SENDCO in managing the provision of special educational needs and learning support within the school. Duties will include:

- Developing curriculum resources to ensure that pupils with SEND have the necessary levels of support.
- Preparing and delivering teaching and learning activities for SEND pupils
- Ensuring SEND support plans are up to date, and
- Delivering and monitoring intervention programmes

Experience of working with children who have additional needs is essential.

The successful candidate will be well organised, professional, positive and supportive, possess excellent interpersonal and communication skills and have a passion for seeing all pupils make the best possible progress.

St Katherine's is a vibrant, medium sized 11–19 mixed comprehensive school situated on the edge of Bristol, in a beautiful rural setting and part of Cathedral Schools Trust. We are warm, welcoming and inclusive, and committed to high standards of learning, behaviour and achievement. We offer a creative, supportive and friendly staff team, supported induction and excellent CPD opportunities throughout employment.

Further information about the school can be found on the school [website](#)

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- **Closing Date: Midnight 1 December 2019**
- **Interview date: w/c 2 December 2019**



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St Katherine's School JOB DESCRIPTION

JOB TITLE	Assistant SENDCO
GRADE	JG5. 37 hours per week, Term time
MANAGED BY	SENDCO

Purpose of the job:

To assist the SENDCO in managing the provision of special educational needs and learning support within the school, including the day-to-day management of LSAs, effective use of resources and maintaining high standards of learning and achievement for all pupils.

Assist the SENDCO in fulfilling the school's statutory SENDCO duties.

Liaising with:

Assistant Headteacher - Raising Standards, Subject leaders, SEND team, teaching staff, Heads of House, Examinations Officer, pupils, LA/Trust representatives, external agencies and parents.

Key duties and responsibilities:

- Assist the SENDCO in managing the provision for special educational needs within the school in accordance with the SEN Code of Practice.
- Develop curriculum resources to ensure that pupils with SEND have the necessary levels of support.
- Prepare and deliver teaching and learning activities, including lunchtime activities for SEND pupils, working with groups and individual pupils as allocated by the SENDCO.
- Ensure SEND support plans are up to date (with particular focus on highlighted Year 11 SEND pupils).
- Delivering and monitoring of intervention programmes.
- Day to day management the LSA team to ensure that they are fully and effectively utilised.
- Working with the SENDCO, co-ordinate the LSA observation programme
- Assisting with gathering of information for EHCP reviews and top up applications.
- Work with the SENDCO to use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils.
- Monitoring the day-to-day management of the Inclusion work areas, creating a safe, effective and stimulating environment for SEND pupils.
- Liaise effectively with parents/carers and promote partnership working between home and school.
- Coordinating Exam Access Arrangements for mock and public exams including staffing, rooming and communication with pupils, staff and parents.
- Create meeting agenda with SENDCO for department meeting
- Create log of Chromebook and Exam Access Arrangements.

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Other Duties

- To follow child protection and safeguarding policy and procedures
- Administrative tasks as directed by the line manager
- Attend relevant training
- Engage with the school’s appraisal system

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes

General Accountabilities

- A. So far as reasonably practicable, the post holder must promote safe working practices by employees and visitors in premises/work areas in which the post holder is located, to maintain a safe working environment for employees and service users. These practices are defined in the school’s Health, Safety and Welfare policy, Departmental policies and codes of practice
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the school and the Trust, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards. Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description

This job description is current at the date shown but following consultation with you may be changed by management to reflect or anticipate changes in the role which are commensurate with the grade and post title.

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Person Specification

Key criteria	Essential	Desirable
Qualifications and experience	Evidence of relevant professional development	Degree level qualification/equivalent
	Experience of supporting children and young people in a secondary school setting	Professional development in the area of SEND/ Child Protection training (willingness to undertake essential)
	NVQ level 3 Teaching Assistant qualification or equivalent to support Teaching and Learning	Experience of Access Exam testing



	English and Maths GCSE grade C or above (or equivalent)	
	Experience of working with children who have additional needs	Experience of supervising others
Knowledge	Knowledge and understanding of the implications of equal opportunities, multicultural education and inclusion	Knowledge and understanding of current research into effective learning strategies, educational trends and issues
	Knowledge and understanding of safeguarding and child protection legislation and guidance	Experience of implementing safeguarding procedures
	Knowledge of how ICT is used to support pupils learning and ability to use IT effectively in the classroom setting	Experience of using SIMS, Gmail and provision maps
Skills and abilities	Ability to contribute to planning and preparation of lessons and teaching materials	
	Ability to contribute to assessment and monitoring of pupil progress	
	Ability to form positive, warm relationships with pupils	
	Ability to prioritise and manage time and workload	
	Ability to work as part of a team	
	Ability to communicate with a wide range of audiences, including parents, colleagues and others	
	Ability to be creative, innovative and tenacious	
	Clear and courteous communication skills	
Personal attributes	Passionate approach to teaching and learning	
	Commitment to the ethos and values of school and Trust	
	Caring nature	
	Ability to inspire learners. Desire to provide the best	



	possible education to all learners	
	Ability to enthuse and motivate others	
	Positive approach to change and development	
	Flexibility and adaptability	
	Strong commitment to personal CPD	
	Professional approach	
	Innovative, creative and willing to take appropriate risks	
	Able to inspire confidence in pupils, parents, carers and colleagues	
	Have a passion for seeing all pupils including those with SEND make the best possible progress	
Safeguarding	Evidence of suitability to work with children (enhanced DBS check)	
	Evidence of commitment to the safeguarding, health and welfare of children	

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