

6th June 2019

**SENCO  
INFORMATION FOR APPLICANTS**

**THE SCHOOL**

Westminster Cathedral Choir School (WCCS) is one of London's leading academic prep schools, and a choir school for the choristers of Westminster Cathedral.

The School was founded in 1902 to provide boarding choristers to sing the daily liturgy in the new cathedral. In 1976 day boys were introduced and current numbers stand at two hundred and thirty boys, aged four to thirteen (Reception – Year 8). The twenty one choristers receive major scholarships towards fees.

Westminster Cathedral Choir School is academically selective and prepares boys for leading senior schools at 13+, including City of London, Dulwich, Eton, Harrow, King's College Wimbledon, Marlborough, St Paul's, Tonbridge, Westminster and Winchester. Almost all choristers achieve major music scholarships.

In 2017, WCCS opened a new pre-prep for boys from Reception to Year 3, in a beautiful Grade II listed building on Francis Street, just behind our current site.

**THE POSITION**

The School is looking for an SENCO with experience of special educational needs in boys aged 7 to 13, in a high-achieving school.

The post is offered mainly on a peripatetic basis, and is paid per-lesson taught, during term-times. (An allowance of £3,411 per annum is, however, also paid for work done for the School.)

The SENCO will be expected to work up to three days a week by arrangement. He/she will be paid £37.00 per 35 minute one-to-one lesson; £29.00 per pupil, per 35 minute paired lesson; and £22.00 per pupil, per 35 minute session with a group of pupils.

We anticipate there to be 12 to 15 lessons per week in the academic year 2019/20.

*Assessment*

- To be involved as necessary in the assessment process of boys wishing to enter the school
- To screen boys for possible SEN during their first year as required
- To liaise with staff and monitor any boys where there is under-performance but where SEN is not confirmed
- To assess individually any boy where SEN are suspected
- To discuss school assessments with the Director of Studies, and if appropriate, to notify parents and help decide on any necessary future action
- To identify all boys with English as an Additional Language and any impact on literacy skills

*Record keeping*

- To keep a register of all boys with SEN and EAL, updated regularly and available to all staff
- To create Individual Education Plans of boys where SEN has been confirmed, including strengths, weaknesses and recommended teaching strategies
- To notify the Director of Studies on the examination requirements of pupils with SEN where extra time/laptop use has been formally recommended
- To advise and update the School's SEN policy and screening procedures
- To liaise with external agencies, including educational psychologists, and organise the completion of SEN questionnaires

*Support*

- To talk informally to staff about how they can support pupils with SEN
- To organise a literacy support programme for boys with EAL and weak literacy skills
- To assist the Director of Studies in monitoring the use of a laptop where this has been recommended by an education psychologist
- To attend all relevant staff meetings
- To attend all parents' meetings to discuss the progress of boys with SEN/EAL
- To keep the staff informed and aware of any new developments in the world of SEN, including new causal theories and new support and teaching recommendations
- To advise and contribute to in-house SEN training of staff
- To report to the Governors' Academic Committee

*Flexibility*

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Head Master.

### **PERSON SPECIFICATION**

WCCS is an academically-selective school; the successful candidate will enjoy working in a fast-paced environment, where academic, professional and parental expectations are high.

An understanding of central-London parents and the ability to work collaboratively with them are essential, as is the ability to speak and write clearly and convincingly.

### **SAFEGUARDING**

WCCS is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, referees and the Disclosure and Barring Service.

### **TERMS**

This post is offered on a peripatetic basis.

### **THE BENEFITS**

The successful candidate can expect:

- A competitive hourly rate
- Membership of the Diocesan pension scheme

### **HOW TO APPLY**

Candidates should complete the application form and send it with a brief (one page only) letter of application to:

Mr Neil McLaughlan  
Head Master  
Westminster Cathedral Choir School  
Ambrosden Avenue  
London SW1P 1QH

Email [lauger@choirschool.com](mailto:lauger@choirschool.com)

The closing date for applications is **Friday 21st June**. Interviews will be held at the School on **Wednesday 26th June**.