



## Application Pack

# SENDCo



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| <b>Role</b>           | SENDCo   |
| <b>Hours of work</b>  | Part-time – 3 days per week                    |
| <b>Salary</b>         | MPS/UPS  |
| <b>Contract</b>       | Permanent with a six month probationary period |
| <b>Start date</b>     | September 2025 or earlier if possible          |
| <b>Closing date</b>   | Thursday, 20 March 2025                        |
| <b>Interview date</b> | Friday, 28 March 2025                          |



## **OUR MISSION STATEMENT**

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**I am the Way  
The Truth  
And  
The Life**

**(John 14:6)**

At Loreto Grammar School Altrincham, students, staff, parents and Governors form a Catholic community. We aspire to create a caring, structured environment in which teaching and learning and the experience of school

- are characterised by joyful and loving service to others
- challenge each of us to realise our full potential in a spirit of joy and creativity
- encourage the pursuit of excellence
- uphold honesty, justice and mutual respect
- enable us to be questioning, independent learners and “seekers of truth”
- prepare each of us to meet with confidence the challenges of a changing world
- improve and enrich the life of the wider community and enable us to be an example of Christian values in the world as witnesses to God’s Living Kingdom

Our values are centred in God, rooted in gospel values and derive from the vision of Mary Ward.

**Love and speak the truth – at all times**

**(Mary Ward)**



## OUR SCHOOL AIMS

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### WE AIM TO BE A PLACE OF LEARNING IN WHICH STUDENTS CAN:

- 1 achieve their full potential, spiritually, intellectually, morally, physically and emotionally
- 2 experience and enjoy success
- 3 gain a positive view of themselves and a courteous appreciation of others
- 4 develop skills, knowledge and understanding to make a constructive contribution to society
- 5 appreciate the benefits of education and its relevance to their place in the outside world
- 6 develop a sense of community
- 7 develop lively and enquiring minds and the ability to think rationally
- 8 appreciate human achievements and aspirations
- 9 understand issues of right and wrong.

### THE PARENTS/CARERS OF EACH STUDENT WILL:

- 1 Support the Catholic Ethos of the school and encourage participation in opportunities for faith development
- 2 Ensure the student goes to school regularly, on time, properly equipped and in full correct uniform.
- 3 Inform the school at the beginning of every absence
- 4 Make the school aware of any concerns or problems which might affect her work or behaviour
- 5 Support the student in homework and other opportunities for home learning, including providing a place for study.
- 6 Attend parents' evenings and discussion about the student's progress
- 7 Get to know about the student's life at school
- 8 Use and encourage responsible access to the internet both at home and school

### TO ACHIEVE THESE ENDS THE SCHOOL WILL:

- 1 recruit, support and develop teams of effective and committed staff
- 2 take into account and develop individual abilities and talents and acknowledge difficulties



- 3 encourage regular attendance and high personal achievement
- 4 ensure a broad, balanced and coherent curriculum
- 5 provide a supportive pastoral framework which values good behaviour, encourages good relationships and recognises a wide range of experiences both inside and outside the classroom
- 6 work in partnership with parents
- 7 regularly monitor, evaluate and aim to improve.



## MRS BEEVER - HEADTEACHER

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Dear colleague,

Thank you for your interest in the role of SENDCo at Loreto Grammar School. You will find ample information in the documentation provided on our website which I hope will give you a strong sense of our Loreto identity and inspire you to apply for this position.

The SENDCo at Loreto Grammar School leads the SEND provision and strategy of the school. The role offers scope for development and to work as part of a small team alongside children who are willing, capable and self-motivated learners. Experience of working with children with additional needs in a mainstream setting is essential together with a good knowledge and understanding of the SEND Code of Practice. The post is part-time and permanent subject to a six month probationary period, available as soon as possible or in September 2025.

I am seeking to appoint a colleague who will commit to and support the ethos and values of Loreto Grammar School. The appointed applicant will join a happy, supportive and engaged community with 'Outstanding' status in the most recent Ofsted Inspection (September 2022) and Denominational Inspection (March 2019). We are proud to have been named the North West State Secondary School of the Year for 2025.

Loreto Grammar School is within a short walk of the popular market town of Altrincham, close to transport links including train and tram stations. We can also offer free parking on site for staff.

I look forward to receiving your application which will comprise our school application form and your letter of application (no longer than 2 sides of A4 paper). If you wish to arrange an informal telephone conversation or visit in advance of applying, please contact Ms Dugdale, Director of HR and Support Staff on [recruitment@loretogrammar.co.uk](mailto:recruitment@loretogrammar.co.uk)

With kind regards,

J Beever (Mrs)  
Headteacher





## OUR SCHOOL

Loreto is a Roman Catholic Grammar School for girls, with Academy status, situated in the popular market town of Altrincham in the borough of Trafford, close to transport links including train and tram stations. The school is heavily oversubscribed, and there are currently 1072 girls on roll. Most of the girls come from Trafford, with others from the neighbouring Authorities of Manchester, Stockport, Cheshire and Warrington.

It is a wonderful school in which to learn and work, a school which is rooted in a rich tradition, whilst at the same time, very forward looking and keen to keep apace of appropriate educational development. We provide an outstanding curriculum, a curriculum which is carefully planned and consistently reviewed to meet the needs of the girls at every Key Stage and one celebrated by Ofsted in September 2022.

We have a dedicated and passionate group of staff who are experts in their individual specialist areas. The hallmark of colleagues at Loreto Grammar School is their willingness to go the extra mile for the girls and their commitment to this community. The extra-curricular life here is extensive. The girls rise to the academic challenge and appreciate the positive relationships with their teachers. They are reflective learners and engage wholeheartedly with the broader aspects of school life in relation to, for example, social justice issues and service to others. We aspire to fulfil the girls in our care in developing them spiritually, academically and physically in a happy, supportive and enthusiastic environment where each is recognised for her intrinsic worth.

The Governing body comprises Loreto Sisters, parents, former parents and staff. They are passionate about this community, committed to it and rigorous in holding us to account. They are fully engaged in School life.





We have a proud history of partnership work. For example, the Loreto Grammar School – Lead partner programme through the Teacher Development Agency and in conjunction with Manchester University. We are a member of the Specialist Schools Trust Leading Edge partnership, a Gifted and Talented network.

Loreto Grammar School is proud to be part of the Loreto Education Trust (LET) and members of a strong International Loreto network. We acknowledge the far-reaching work of the Sisters who are active in their support of the school as Trustees and support education in England through the Loreto English Education network (LEEN). Our work is rooted in the Vision, Values and Philosophy of Education of Loreto schools and the values of sincerity, excellence, truth, freedom, internationality, justice and joy underpin all that we do. We support the work of Loreto International in India and Albania, in particular.

Parental engagement is extremely high and our parents are very active in their support of the work of staff and school and our Parents' Association, the LPA, regularly raise in excess of £12,000 per annum for the school

Our academic results are excellent, and our students achieve consistently at the highest levels, meaning that we feature consistently in The Times 100 schools. In December 2024, we were delighted to be awarded the title of The State Secondary School of the Year in the North West in recognition of this. In 2024, the cohort achieved outstanding results. 87% grades were at A\*- B at Advanced Level, 45% of grades were awarded at A\* to A and 32% of students achieved 3 or more subjects at grades A\*/A. At GCSE, 76.5% of all results were awarded at grades 7 to 9. Our Progress 8 score for 2024 is 1.07.



# LORETO GRAMMAR SCHOOL

*Sincerity Freedom Justice Truth Joy Excellence Internationality*



Our Ofsted Section 5 inspection in September 2022 stated:

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*"Loreto Grammar School is an inspirational place to be."*

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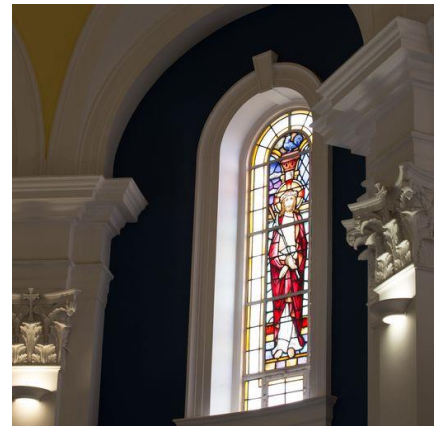
*"Enabling pupils to become their very best self is at the heart of leaders' vision at Loreto Grammar School."*

Our Denominational Inspection report in of March 2019 notes that:

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*"Outcomes for pupils, the provision for Catholic Education, leadership and management in the development of the Catholic life of the school are all confirmed by this Inspection as outstanding. The core values of the school are strongly evidenced throughout in terms of practice, aspiration and relationships all in the context of high academic achievement."*

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In short, Loreto is a welcoming and happy community and an exciting and stimulating professional environment in which to work.





## OUR SIXTH FORM

The Sixth Form is integral to school life, whilst students enjoy separate privileges and distinct spaces in School, they play an active and vital part in the school community.

The overwhelming majority of students stay on here post 16, and every year places are offered to a number of applicants from other schools. We have capacity for 285 students in the Sixth Form. We offer a very broad range of A Level subjects and the majority of girls go on to Higher Education, with nearly two-thirds of our cohort pursuing their studies at Russell Group institutions. Students aim high and we support them in a range of competitive applications for vocational, academic and creative undergraduate courses at the top higher education establishments in the UK. Of late, there has been an increasing interest in graduate calibre apprenticeships and school leavers' programmes.

The world in which we live measures success predominantly in terms of examination results. In a grammar school it is important that we challenge the girls to succeed in this domain; nonetheless, central to our core aspirations is the conviction that, in the words of Pope John Paul II "the promotion of the human person is the goal of the Catholic School". We have actively committed a generous proportion of curriculum time to such development through tutor time and our Aletheia programme, encompassing reflection and discussion of the greater questions of life. We believe this to be vital in the increasingly complex and challenging world in which the girls live.

Work experience, volunteering and community service are key elements in the development of students' responsibility and resilience. In normal circumstances, students benefit from work experience placements on a weekly basis as part of the Sixth Form Enrichment programme. Alternatively, students can increase their study skills and independence by working towards the Extended Project Qualification, typically a group of 60 Year 12 students.

Many students take part in the National Citizenship Scheme, and through that we are able to foster links with our community and partner primary schools by volunteering and mentoring. The Duke of Edinburgh programme is also a popular extra-curricular activity. Every year, Sixth





Formers establish teams for the Young Enterprise initiative and they create, produce and market their ideas in partnership with local businesses. This gives them the opportunity to operate in a real business environment.

Our Chaplaincy group is active, leading whole-school projects of social justice and awareness. It is led by Sixth Form students who plan and organise events and represent the school at national events such as the FLAME conference. Every year, a group of our Sixth Formers travel to Lourdes with the diocesan pilgrimage group and 14 have trained as Eucharistic Ministers in School in order to serve both our community and their local parishes. Inspired by their studies and the spirit of justice and freedom, Sixth Form students work to become official Holocaust Memorial Ambassadors. They independently organise and lead events and an annual campaign around Holocaust Memorial Day in January.

Internationality is one of our seven school values and we have a responsibility to instil a global outlook in our young people. Links with our sister schools across the globe are particularly important to our community.

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***“Students are self-motivated, independent and show a quiet determination to be the best that they can be”***

***Ofsted, September 2022***

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## SAFEGUARDING

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Loreto Grammar School is committed to safeguarding and promoting the welfare of children and young people 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 and the Disclosure and Barring Service (DBS). Successful applicants will be asked to complete and return a 'DBS Application Form' for which ID should be provided at interview stage.

Candidates should be aware that all posts in school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences related to children or young persons (whether the disciplinary sanction is current or time expired) and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although s/he may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.



## **APPLICATION PROCESS**

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This is a permanent contract to start as soon as possible or in September 2025. The following relevant documents are on our website [www.loretogrammar.co.uk](http://www.loretogrammar.co.uk)

- Application pack
- Advert
- Application form
- Recruitment and Selection Procedure – Guidance Notes for Teaching Staff Applicants
- Recruitment Monitoring Form
- Ofsted Inspection Report 2022
- Shrewsbury Diocese Section 48 Report 2019

Please refer firstly to the 'Recruitment and Selection Procedure - Guidance Notes for Applicants' on the website. Should you decide to apply for the post, please complete the application form and Recruitment Monitoring Form, accompanied by a supporting letter addressed to Mrs Beever, Headteacher. Your letter should not exceed 2 pages of A4 in length.

**The closing date is Thursday, 20 March 2025**

**Interviews will take place on Friday, 28 March 2025**

If you have not heard from us by 26 March 2025, please assume that your application has been unsuccessful on this occasion. Due to the large number of applications we receive for our posts, we are unable to provide feedback on unsuccessful applications. Candidates invited to selection interviews will be offered feedback.



## **SUMMARY OF THE REMUNERATION AND BENEFITS**

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- An enthusiastic and committed staff in a successful school
- Professional development and training opportunities
- A supportive working environment through the Loreto community and its wider context
- Students who are full engaged and committed learners
- Part-time (3 days per week)
- Permanent contract with a six month probationary period
- To start as soon as possible or September 2025
- MPS/UPS
- Optional membership of the pension scheme which includes life assurance
- Free on-site parking
- Located in the popular market town of Altrincham, close to transport links including train and tram stations



## CONTACT US

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| <b>Headteacher</b>      | Mrs J A Beever MA                          |
| <b>Address</b>          | Dunham Road, Altrincham, Cheshire WA14 4AH |
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