


CANDIDATE INFORMATION

SENDCO



ST AUGUSTINE'S CATHOLIC COLLEGE



Two young men in school uniforms (maroon jackets, white shirts, and striped ties) are looking upwards and to the right with expressions of interest and engagement. They appear to be in a classroom or school setting.

“Pupils say there is a **strong community** at St Augustine’s. Pupils are keen to come to school. Staff enjoy working at the school”

Welcome to St Augustine's Catholic College



Dear Candidate

Thank you for expressing an interest in this exciting opportunity here at St Augustine's Catholic College. We are a Catholic Lasallian College and are part of an international network of schools, colleges and universities who follow the teachings and inspiration of St John Baptist De La Salle (Patron saint of Teachers). His work was primarily focused on the education of the poor and disadvantaged, to enable them to experience the highest quality of education. To achieve this, he focused on the training and development of teachers so that they not only acquired the highest levels of skill in pedagogy but also understood the absolute dignity of each child as the 'son or daughter of a great King'.

Here at St Augustine's, we strive to live this message each day so that our students not only feel included, but also valued for who they are and what they will become. The standard of care, the quality of our curriculum and the quality of teaching should therefore always reflect this commitment.

This is an invaluable opportunity to make a significant impact on the development of our college. If successful, you would become part of a dynamic team seeking to establish sustainable, research-informed improvement within the college. The successful candidate will be someone who is an outstanding teacher with a track record in SEND provision. We are looking for someone who understands the complexity of leading change and leading people in an emotionally intelligent way.

At the heart of our college improvement drive is our focus on inclusion. Given our strategic vision of creating a sustainable and fully integrated pastoral system within the college. If you believe that this is an organisation that you would like to be part of, I would invite you to visit the college and see for yourself the opportunity we are offering.

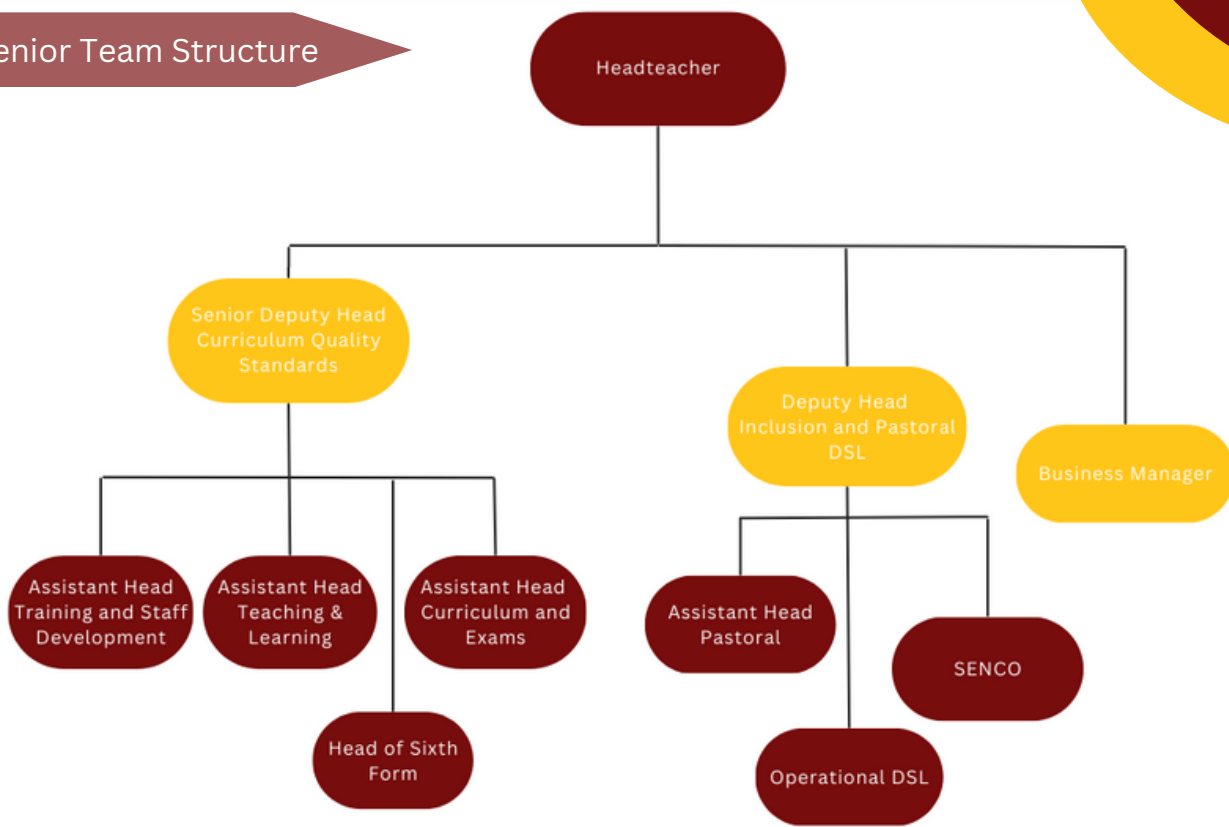
Thank you once again for the interest you have shown, and I look forward to meeting with you.

Aidan Dowle
Headteacher



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Senior Team Structure



Closing date for all applications: 15th May 2023

Interviews are being held on week commencing:
22nd May 2023

Job Description

Reporting to: SENDCO



Responsible for: Leading the provision for SEND students at St. Augustine's Catholic College ensuring that students' needs are addressed in the most effective way.

Working Time: Full Time

Salary: The leadership scale for the post is: Leadership Scale 5 -10

Disclosure Level: Enhanced with list checks



MAIN PURPOSE:

- Lead the inclusive educational provision for SEND students at St Augustine's Catholic College. Ensuring that students' needs are addressed in the most effective way, enabling them to achieve their aspirations and potential in all aspects of their development.
- Collaborate with leaders at all levels to ensure our curriculum, teaching and learning and pastoral systems are inclusive in intention and implementation.
- Work with students, families and the adults in college to create and monitor support plans, including evaluating the impact of interventions and monitoring progress of students.
- Lead and manage the department which comprises of Teachers and Teaching Partners.
- Build effective relationships with students, their families and with external agencies including Local Authorities and therapeutic professionals.
- Communicate with teaching staff effectively and promote the inclusion of students with SEND in the classroom so that we can continue to develop a high quality, inclusive learning experience for all our students.

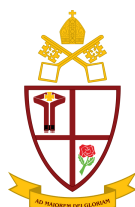


“The school provides many opportunities for pupils to develop their talents and interests”

OFSTED 2022

KEY ACCOUNTABILITIES

- To contribute to raising standards of student attainment and to monitor, report, and communicate student progress and performance to teachers, the Senior Leadership Team and students' parents and carers.
- To share and support the College's responsibility to provide and monitor opportunities for academic and personal growth. The College's policy statements provide a framework for all members of staff to ensure the College's aims and objectives are achieved. Members of staff are expected to familiarise themselves with the policy documents which are available on the College website and work within their parameters.





“Staff feel proud to work at the school. Early career teachers receive appropriate guidance and feel well supported. Leaders and governors are mindful of staff wellbeing and workload. Safeguarding The arrangements for safeguarding are effective”

OFSTED 2022

Key Tasks

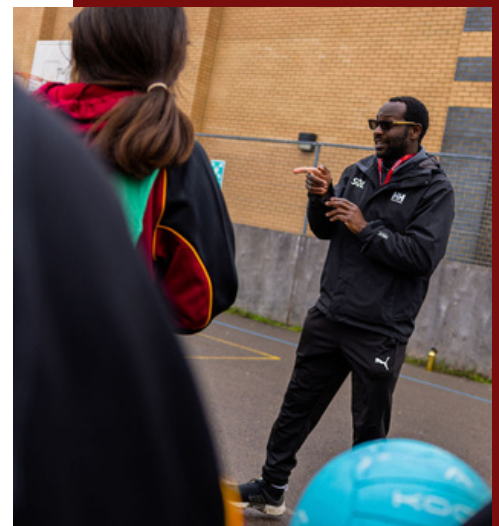
Alongside these elements there will be a requirement to build strong working relationships with the students and their families so that we can deliver the high-quality support they deserve.

- Coordinate the ‘Assess, Plan, Do, Review’ process with students, families and professionals where necessary writing or assisting applications for EHC plans and reviews.
- Collaborate with and advise leaders across the college to ensure curriculum intent and implementation is inclusive and appropriately adapted.
- Liaise with the school’s exam officer to ensure SEND students receive appropriate access arrangements during internal and external assessments.
- Create student passports
- Ensure effective transition between key stages (into Year 7/10/12)
- Teach a curriculum subject or intervention programmes within the department
- Liaison with external professionals
- Ensure that SEND information is accurate and effectively shared across the college so that the students all access the learning experience in the appropriate way.
- Carry out quality assurance work; i.e. student observations, post interim rewards, student interviews and learning walks.
- Undertake any other various responsibilities linked to the specific nature of the role it plays within the wider school as directed by your line manager or the Head Teacher.

General duties

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, E-mail).
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students.

- Regular contributions to extra-curricular activities to extend the learning and organisation of appropriate school visits/ events which enrich the curriculum and support the College ethos.
- As specified in the current School Teachers' Pay and Conditions Document, the Contract of Employment and the attached Generic Role description.
- All staff share responsibility for the pastoral care of students and will be assigned duties.
- To carry out a share of supervisory duties in accordance with published rotas.
- Support Teaching partners or Support Staff with day to day issues.
- Ensure effective communication with all colleagues (teaching and support staff).



St Augustine's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This Job Description is current at the date shown but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.



Job Description and Person Specification

SENDCO



Criteria	Essential	Desirable	How Identified
Qualification and Training			
Appropriate degree relating to the subject.	✓	Higher degree	Application Form
Qualified Teacher Status.	✓		Application Form
Evidence of professional development.	✓		Application Form
NASEN award	✓		Application Form
Educational Leadership and Teaching Experience			
Outstanding teacher with a consistent track record of planning, delivering and assessing specialist SEND provision.	✓		Application form/ interview/task/lesson observation
Evaluation of teaching standards and conducting lesson observations or work scrutiny		✓	Application form/ interview/task/lesson observation
Monitoring and assessing the progress of students.	✓		Application form/ interview/task/ lesson observation
Minimum two years of successful classroom teaching.	✓		Application form/ interview/task/ lesson observation
Experience of implementing strategies to increase pupil progress within a classroom setting.	✓		Application form/ interview/task/lesson observation
Track record of high quality adaptive teaching to support students with a range SEND. Experienced in working as a tutor in a pastoral capacity	✓		Application form/ interview/task/lesson observation
Working within in the statutory guidelines for SEN (Code of Practice)	✓		Application form/ interview/task/lesson observation
Tracking and monitoring identified groups and implementing intervention programmes which have shown to have a positive impact on behaviour and progress of SEND students.	✓		Application form/ interview/task/lesson observation
Effective engagement with external partners (e.g. Speech and Language Therapists, Local Authorities, Psychologists, Medical Practitioners; Behaviour Specialists)	✓		Application form/ interview/task/lesson observation
Professional Knowledge and Understanding			
Firm understanding of KS5 curriculum.	✓		Application form/ interview/task/ lesson observation
Experience of planning, implementing and reviewing schemes of work.	✓		Application form/ interview/task/ lesson observation
Knowledge and application of a range of teaching and learning strategies, including all relevant government initiatives.	✓		Application form/ interview/task/ lesson observation

Ability to be proactive in developing strategies for improvement in aspects of work in the department	✓		Application form/ interview/task/ lesson observation
Evaluation of teaching standards and conducting lesson observations or work scrutiny		✓	Application form/ interview/task/ lesson observation
Personal Qualities and Skills			
Practicing Catholic Christian/Christian	✓		Application form/ interview/task/ lesson observation
Committed to safeguarding and promoting the welfare of students.	✓		Application form/ interview/task/ lesson observation
Ability to inspire and motivate pupils.	✓		Application form/ interview/task/ lesson observation
Excellent interpersonal / teamwork skills.	✓		Application form/ interview/task/ lesson observation
Ability to communicate effectively with a range of audiences and a range of media.	✓		Application form/ interview/task/ lesson observation
Ability to develop positive relationships with students, parents and colleagues.	✓		Application form/ interview/task/ lesson observation
Excellent planning /time management.	✓		Application form/ interview/task/ lesson observation
Commitment to the pastoral care of all students.	✓		Application form/ interview/task/ lesson observation
TEEP Training		✓	Application form/ interview/task/ lesson observation





Together...



...we are stronger





THANK YOU

for your interest

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St Augustine's Catholic College