



ST CATHERINE'S SCHOOL
TWICKENHAM



St Catherine's School

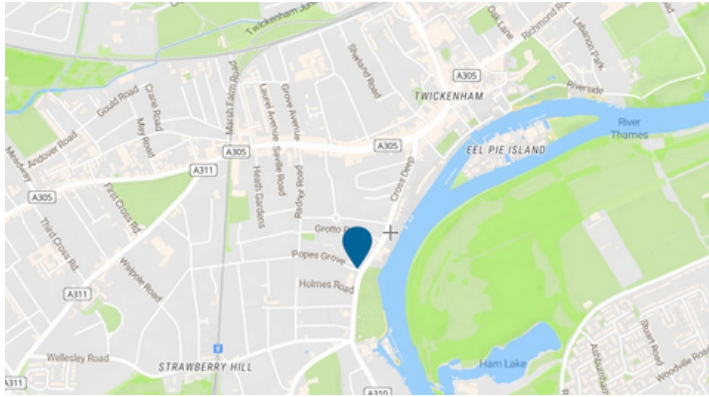
JOB APPLICATION PACK

Special Educational Needs Co-ordinator
To start September 2024 or January 2025
Full Time/Part Time

AN INTRODUCTION TO ST CATHERINE'S

OUR HISTORY:

St Catherine's School is a Catholic independent Girls' Day School, which draws pupils from a wide catchment area and from a range of backgrounds. The site of St Catherine's has been famous since the poet, Alexander Pope, came to Twickenham in 1719. He developed extensive gardens behind his riverside villa and the School is now situated in this garden. In 1992 the School became fully independent and now operates as a charitable trust.



OUR LOCATION:

The School enjoys an enviable position next to the River Thames and yet only a short distance from the centre of Twickenham. Strawberry Hill Station is a ten minute walk from the School and Twickenham Railway Station, 15 minutes. Both have regular services to London (Waterloo), Surrey, Berkshire and Middlesex.

OUR FAITH:

Approximately 40% of our girls are Catholic, and we also warmly welcome girls from all faiths who are in sympathy with the Christian values taught by the School. Girls and staff participate in prayers during assemblies and meetings, and attend mass. The School's focus on ethos and on the Catholic tradition allows us to help girls to explore deeper values. This also underpins our excellent pastoral care system and, although the pastoral and academic oversight of every pupil is primarily the responsibility of the Form Tutor, all staff are involved in the care of pupils.

OUR COMMUNITY:

We strive to help every girl achieve her personal best by providing a broad and balanced education within a stimulating, secure and supportive environment which encourages learning. Success is achieved through personal responsibility, high expectations and a close partnership between parents and school. Emphasis is placed on self-discipline, responsibility, kindness, service, and respect for others. Since we are a relatively small school the staff are able to know the pupils as individuals and this engenders a strong community.

OUR SCHOOL:

The School is organised into the Preparatory School, Senior School and Sixth Form all of which are located on the same site. On leaving the Preparatory School at 11, most pupils enter the Senior School. It is also expected that most Year 11 pupils will enter the Sixth Form. Academic standards are high and the intake is selective at all ages.



SCHOOL MISSION



SCHOOL MISSION STATEMENT

We are inspired by St Catherine of Siena, who said 'Be who God wants you to be, and you will set the world on fire', to form young women of confidence and compassion, ready for service and leadership in the world. We fulfil our mission through these values:

- Community:** a place of cheerfulness, dignity and tolerance, where all are welcome
- Faith:** a Christ-centred school with time for reflection; a culture of gratitude and friendship
- Courage:** with self-knowledge, resilience and integrity, and a readiness for challenge
- Scholarship:** where gifts are developed through curiosity, imagination and ambition
- Service:** commitment to others, to stewardship, and to justice and hope for all



AN OUTSTANDING SCHOOL

"Pupils of all ages show excellent self-confidence, self-awareness and self-esteem. They learn to think for themselves, make their own choices and decisions and to persevere"

ISI Report

SCHOLARSHIPS:

Academic Scholarships are awarded for Year 7 and for the Sixth Form to pupils of high academic promise who will benefit from the opportunities that St. Catherine's provides and who will contribute strongly to the life of the school. Music, Art, Drama and Sports Awards are also available, and the all-rounder Siena Scholarship is awarded for the last four years of St Catherine's schooling.

CURRICULUM:

The Prep curriculum promotes creativity and curiosity and establishes firm foundations for all pupils; specialist teaching enriches the programme and includes French, Spanish, Drama, Food and Nutrition, Music and PE.

In the Senior School pupils follow courses in English, Mathematics, Science, Religious Studies, History, Geography, Drama, Music, Art, Physical Education and Food and Nutrition, and all pupils in Years 7 to 9 study Spanish, French and German. Emphasis is also placed on the development of Computer Science skills and the school has ICT suites which can accommodate whole classes. Most pupils study ten subjects to GCSE level and three or four subjects to A Level. Sixth Form pupils can choose from a wide selection of subjects and they also have the opportunity to work towards gaining an Extended Project Qualification (EPQ).



CO-CURRICULAR ACTIVITIES:

We attach great importance to a well-rounded education and co-curricular activities play a significant role in the life of the School. Competitive events are held throughout the year and there is a healthy rivalry between the four houses (Bronte, Cavell, Nightingale and Pankhurst). The Duke of Edinburgh Award Scheme is a popular option. Sports include swimming, netball, athletics, hockey, tennis, gymnastics and rounders, and our pupils achieve considerable success at county, regional and national level. Music also plays an important part in the life of the school and all pupils are encouraged to participate in choirs, orchestras, ensembles and the varied programme of concerts and informal performances.



OUR FACILITIES



At St Catherine's, sports include swimming, netball, football, athletics, hockey, tennis, gymnastics and rounders, and Prep and Senior pupils achieve considerable success at county, regional and national level. Music also plays an important part in the life of the school and all pupils are encouraged to participate in choirs, orchestras, ensembles and the varied programme of concerts and informal performances. Facilities are very good and include an indoor swimming pool, multi-purpose hall, playing field, and netball/tennis courts.

Over the past ten years the school has invested heavily in new facilities, including a Sixth Form Centre, Drama Studio/Lecture Theatre, dining facilities and other teaching areas, as well as upgrading the Science Block - and new projects are underway.



JOB INFORMATION

Special Educational Needs Co-ordinator (SENCO)

The SENCO at St Catherine's fulfils an important role in the care and support of all pupils at St Catherine's. S/he will manage a small team of Learning Support teaching assistants; support girls both individually and in small groups and workshops; and liaise with parents, other staff and external professionals to ensure best practice.

We are keen to receive applications from experienced people able to take on this role in September 2024 or January 2025. The role could also be offered as a 0.8 post.

Key Responsibilities

- Encourage all staff to recognise and fulfil their responsibility for pupils with SEND;
- Identify the most effective teaching approaches for pupils with SEND;
- Monitor teaching and learning activities to meet the needs of pupils with SEND;
- Maintain prompt and helpful communication with parents;
- Organise Exam Access Arrangements, in liaison with the Deputy Head Academic, and including F8, JCQ applications and assessments;
- Update the Deputy Head Academic and the Headmistress on SEND provision;
- Produce and review SEND policies;
- Provide training for teachers and teaching assistants;
- Attend SEND meetings, Heads of Department Meetings, and other school meetings;
- Teach a small number of support lessons, including Study Skills;
- Collect and interpret specialist assessment data;
- Attend consultation evenings and keep parents informed about pupil progress;
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND;
- Work with the Learning Support Lead for Prep and maintain oversight of whole school provision and policies;
- Set high expectations so that all pupils are inspired, motivated and challenged;
- Manage behaviour effectively to create a safe, respectful and nurturing environment;
- Take a role within the pastoral team, to tutor and support pupils.

Other responsibilities

- Actively promote the safety and welfare of pupils;
- Adhere to and ensure compliance with the school's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risk(s) to the safety or welfare of children in the school, these concerns must be reported to the school's Designated Safeguarding Lead or the Headmistress;
- Undertake relevant training and professional development;
- Work in collaboration with colleagues, covering lessons and support as required;
- Contribute to co-curricular activities;
- Attend INSET, whole school events, parent meetings and Open Days;
- Undertake other tasks related to this role, as requested by the Headmistress.

JOB INFORMATION

Experience and Personal Qualities:

- Commitment to the school's Safeguarding Policy at all times and understanding of how this relates to SEND pupils in particular;
- Experience of delivering outstanding lessons to pupils of all ages and abilities;
- Experience of supporting pupils of all ages and abilities to make excellent progress;
- Mastery of, and enthusiasm for, SEND provision;
- Resilience, motivation and commitment to driving up standards of achievement;
- Genuine passion and a belief in the potential of every pupil;
- Excellent communication, planning and organisational skills;
- A friendly, open and collaborative attitude, and a commitment to School ethos.

The salary, which will depend on qualifications and experience, will be discussed when the position is offered to the successful candidate.

If you feel you have the experience, enthusiasm and commitment necessary for this post, then we would be delighted to receive an application from you.

Please send your completed application form and covering letter addressed to the Headmistress via email to recruitment@stcatherineschool.co.uk

Please note that only applications on the School's application form will be considered. It is not necessary to send a separate CV nor to complete an application in the TES format.

Closing date for applications: 9am on Wednesday 19 June 2024.

Interviews will be held Thursday 20/Friday 21 June 2024.

Applications will be reviewed as they are received so early application is recommended.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Visits to the school are encouraged; please email the HR Manager at the address below to arrange a convenient time.

The successful applicant will be subject to a number of safer recruitment checks including an enhanced DBS, Barred List and online and social media checks as part of Keeping Children Safe in Education and, once in post, receive further training and updates.

Thank you for the interest you have shown in our School. We look forward to receiving your application.

Mrs Johneen McPherson
Headmistress