



# WCCS

Westminster Cathedral Choir School



## SENCO

For September 2026

Information for applicants

## Westminster Cathedral Choir School (WCCS)

Westminster Cathedral Choir School (WCCS) is an academically-selective, Catholic prep school for about 270 boys age 4 – 13, and a choir school for the boarding choristers of Westminster Cathedral. It is one of London's most successful independent prep schools.

WCCS was founded in 1902 to provide boarding choristers to sing the daily liturgy in the new cathedral. In 1976 day boys were introduced, and in 2017 WCCS opened a Pre-Prep for boys from Reception to Year 3, which is now full and flourishing.

The School's twenty boarding choristers receive major assistance with fees and almost all achieve 13+ music scholarships to their destination senior schools. Many of the School's day boys are also instrumentally and vocally accomplished, and expectations of the standards to which they can perform a classical repertoire are high.

Westminster Cathedral Choir School prepares boys for leading independent senior schools at 13+, including City of London, Dulwich, Eton, Harrow, King's Wimbledon, St Paul's, Tonbridge, Westminster and Winchester.



# The Position

The School seeks to appoint a SENCO September 2026.

## 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, or beyond, 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.

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## The Person

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.

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## Safeguarding & Child Protection

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 could be full-time or part-time by negotiation, permanent, subject to a twelve-month probationary period.

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## The Benefits

The successful candidate can expect:

- An excellent salary
  - A cohesive, united and friendly teaching body in a stable and flourishing school
  - A free, delicious lunch, plus refreshments, every working day
  - Generous holidays
  - Motivated boys to teach
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## How to apply

Candidates should complete the application form and email it with a brief (one page only) letter of application addressed to the Head, Mr Neil McLaughlan. Candidates should include in the letter details of personal qualities and experiences relevant to the post.

**Email** [erestall@choirschool.com](mailto:erestall@choirschool.com)

An additional CV or supporting statement is not required.

The closing date for applications is **Thursday 19th March**; interviews are scheduled to take place **WC 23rd March**. The School reserves the right to interview and appoint earlier than these dates.



Candidates who would like an informal discussion about the position before applying are welcome to contact the current SENCO, Mike Hirst.

**Email** [mhirst@choirschool.com](mailto:mhirst@choirschool.com)

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