



**ST PATRICK'S**  
— Roman Catholic High School —



**THE ST PATRICK'S CENTRE**  
— of Educational Excellence —

*Amazing things happen here*

## **Job Application Pack**

# **Assistant SENDCo**



*Helping every child to be the very best version of themselves*

Headteacher: Mrs A Byrne



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56 NEW LANE, ECCLES, MANCHESTER M30 7JJ T-0161 921 2300 E1: [stpatricks.rchighschool@salford.gov.uk](mailto:stpatricks.rchighschool@salford.gov.uk)  
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# WELCOME

## FROM THE HEADTEACHER

Thank you for taking the time to consider applying for the post of Assistant SENDCo.

At St Patrick's, it is our mission to ensure that children experience a truly great Catholic education that enables them to flourish academically and shine personally, preparing them for a happy and successful adult life. We are committed to helping every child become the very best version of themselves.

Our school motto is 'amazing things happen here' and you only have to spend five minutes in our school to realise that this is absolutely true. We have a strong and dedicated team of professionals who challenge and support students to achieve amazing things and they work hard to create an environment, built on mutual respect, whereby students rise to the challenges set for them. Our strength comes from our drive for excellence in all that we do and our consistent and persistent approach.

We are committed to providing an inclusive workplace where staff feel valued and trusted and where collaborative working is at the heart of everything we do. We also recognise the importance of supporting our staff to continuously develop in order for them to achieve their own professional career goals.

If you meet the role criteria, are an excellent practitioner and believe that a great education can transform a child's life and future, we would love to hear from you!

Mrs Alison Byrne  
Headteacher



Headteacher: Mrs A Byrne



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## Why St Patrick's?

### Our People Values

Our core people values are at the heart of every decision that we make as an employer. Our aims are:

- To fulfil our Catholic mission, to ensure our children and staff **live life to the full**
- To **attract, recruit, develop and retain** high performing staff, to ensure that we allow pupils to become the best version of themselves.
- To provide a workplace where staff feel **valued and trusted**.
- To develop and support the growth of **leadership and management**.
- To promote a culture focused on **diversity, inclusivity and wellbeing** by creating a healthy work environment to enable staff to perform at their best.
- To provide **strong and consistent HR services** for all staff, across all school areas.
- To serve the wider education system and **provide opportunities** for our staff to lead across other schools

### Our Benefits

We have a range of employee benefits available to all our staff. We are always looking at ways in which we can improve our offering to ensure the benefits are valued by our staff.

#### CPD

We have a strong focus on CPD for our employees, ensuring that learning and development opportunities are offered throughout the academic year. This includes exciting career opportunities to work across other schools.

#### Pension

An employee earning more than £10,000 and who is more than 22 years of age will automatically be enrolled into one of our workplace pension schemes with excellent employer contributions.

#### Family Leave

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Enhanced family leave is available to support our staff with family commitments and emergencies.

#### *Flexible working*

Where possible, we support staff with the ability to work flexibly and recognise the need to work/life balance.

#### *Subsidised Gym Membership*

Via our payroll provider, Salford City Council, we are able to offer discount on Salford Council run leisure facilities.

#### *Wellbeing strategy*

We are focused on bringing staff wellbeing to the forefront of our people agenda. With an annual wellbeing calendar place, we run events throughout the year to celebrate staff and our school.

We also have an independent Employee Assistance Programme and Occupational health provider in place to support staff with any wellbeing needs.

We are always looking for ways to improve our offering and staff feedback is at the heart of this.

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**Job Title:** Assistant SENDCo.

**Contract Details:** Full-time and permanent. AYR.

**Hours of work:** Mon-Thurs 8.00am – 3.45pm / Fri 8.00am – 3.30pm (36 working hours per week).

**Salary Information:** Grade 2C, SCP 18

**Start date:** 23<sup>rd</sup> June 2025

## Job Summary

The Governors of St Patrick's RC High School are looking to appoint an excellent Assistant SENDCo, who is committed to ensuring inclusion for pupils with SEND.

Duties will include:

- Managing Level 1 Teaching Assistants.
- Managing SEND referral processes.
- Supporting the SENDCo in maintaining the SEND register, coordinating SEND provision and leading EHCP processes.
- Providing administrative and operational support for the SENDCo.

The successful candidate will:

- Have a passion for inclusive education.
- Have experience of working with young people who have additional needs.
- Have a love for education and learning.
- Have experience of managing staff.
- Engage with professional development opportunities to develop skills and knowledge.

Application packs can be downloaded from the school website [www.stpatricksrchigh.co.uk](http://www.stpatricksrchigh.co.uk).

Completed letters of application (no more than two sides of A4) should be submitted by email to [cathryn.taylor@salford.gov.uk](mailto:cathryn.taylor@salford.gov.uk).

**Closing date for applications:** 13<sup>th</sup> June 2025, 12 noon

**Date for interviews:** 16<sup>th</sup> June 2025

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be required to complete an enhanced DBS check.

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## Job Description

<b>Post Title:</b>	Assistant SENDCo
<b>Grade:</b>	Grade 2C, SCP 18
<b>Status:</b>	The post holder is directly accountable to the Assistant Headteacher (SEND and Inclusion). This member of the SLT is the designated SENDCo.
<b>Purpose of the post:</b>	To assist the SENDCo with the management of the inclusion team, identifying pupils with SEND, implementing provision for pupils with SEND, reviewing the effectiveness of SEND provision and administrative/operational duties.
<b>Primary Responsibilities:</b>	<p>To effectively lead and manage the Level 1 TA team, including:</p> <ul style="list-style-type: none"><li>• Leading staff through performance development (appraisal) processes, including lesson observations.</li><li>• Overseeing professional development and training opportunities.</li><li>• Supporting, challenging and holding staff to account to maintain high standards in all aspects of their work and conduct.</li><li>• Working collaboratively with the designated SENDCo to develop, communicate and maintain in-class support timetables.</li><li>• Liaising with staff responsible for cover regarding TA deployment in line with the school's cover procedures.</li><li>• Working collaboratively with Level 2 TAs to deploy Level 1 TAs to out-of-class interventions (e.g. during Form Time).</li></ul> <p>To support the SENDCo with the identification of pupils with SEND, including:</p> <ul style="list-style-type: none"><li>• Developing, communicating and maintaining systems for parents/carers, pupils and teachers to refer for investigation into possible SEND.</li><li>• Triaging referrals; recording and communicating outcomes to relevant stakeholders.</li><li>• Liaising with internal assessors, the relevant Pastoral &amp; Inclusion Lead and the SENDCo to ensure pupils are assessed and/or referred to external agencies for assessment as appropriate.</li><li>• Completing and recording 'Assess, Plan, Do, Review' cycles for individual pupils to build an accurate picture of need and provision.</li></ul> <p>To support the SENDCo with coordinating SEND provision, including:</p> <ul style="list-style-type: none"><li>• Maintaining the accuracy of the SEND register as a record of our school's context.</li></ul>

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	<ul style="list-style-type: none"><li>• Maintaining the accuracy of pupils' records on Provision Map and Edukey.</li><li>• Carrying out a proportion of EHCP annual reviews.</li><li>• Submitting a proportion of EHCP applications.</li><li>• Communicating effectively with teachers, the inclusion team, pupils, parents/carers and external agencies about the needs/provision of SEND pupils.</li><li>• Facilitating staff training on identifying/meeting the needs of pupils with SEND.</li><li>• Systematically monitoring and reviewing the effectiveness of SEND provision.</li><li>• Ensuring the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.</li></ul> <p>To support the SENDCo in working with external agencies, including:</p> <ul style="list-style-type: none"><li>• Learning Support Service</li><li>• Neuro Development Pathway</li><li>• Occupational Therapy</li><li>• Specialist assessors</li><li>• Educational Psychology Service</li><li>• Other mainstream schools and specialist settings</li><li>• Health and social care professionals</li></ul> <p>To provide administrative and operational support to the SENDCo, including:</p> <ul style="list-style-type: none"><li>• Administrative support for meetings.</li><li>• Ensuring records are kept up-to-date and accurate, including on Salford HUB.</li><li>• Understanding Salford's Local Offer, and our school's contribution to this.</li></ul>
<b>Support for students and families:</b>	<ul style="list-style-type: none"><li>• Take initial enquiries from parents/carers, and communicate them to the inclusion team as appropriate.</li><li>• Communicating effectively with parents/carers about SEND, including co-ordinating regular information events (e.g. coffee mornings) and contributing to the school's termly newsletters.</li><li>• Communicating effectively with pupils about SEND, including assemblies and form time activities to raise awareness and promote inclusion.</li><li>• Gathering parent/carer and pupil voice as part of EHCP application and annual review processes.</li><li>• Work with the designated SENDCo to ensure the school's SEND information report, SEND policy and areas of the school website are up-to-date.</li></ul>

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	<ul style="list-style-type: none"><li>Promote pupils' inclusion in the wider school community, enrichment and co-curricular opportunities.</li></ul>
<b>Support for teachers:</b>	<ul style="list-style-type: none"><li>Ensure all information about students with SEND is recorded and filed correctly so that it is available to teaching staff to support teaching and learning.</li><li>Request and share information about student progress.</li><li>Support the SENDCo in communicating strategies to staff to support adaptive and inclusive Quality First Teaching, and monitoring the effectiveness of these.</li><li>Provide guidance to colleagues on teaching pupils with SEND, and advise on the graduated approach to SEND support.</li><li>Collate data for SEND students' identification, progress, target setting, monitoring and intervention purposes.</li><li>Communicate effectively with teachers about SEND through whole staff training, meetings and briefings.</li></ul>
<b>Additional Responsibilities:</b>	<p><b>Safeguarding:</b> The post holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.</p> <p><b>Cover Duties:</b> On occasions where staff absence (teachers or teaching assistants) renders it necessary, the post holder must be prepared to cover lessons and/or in-class support.</p> <p><b>Catholic ethos:</b> The postholder is required to uphold and support the Catholic life and mission of the school at all times.</p> <p><b>Hours of work:</b> The post holder may be required to undertake work outside of their normal working hours on occasion with due notice (e.g. for meetings and training events).</p>

**The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, SLT will expect to revise this job description from time to time and will consult the postholder at the appropriate time.**

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## Person Specification

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following essential criteria in your application.

Criteria	Essential	Desirable	Measured by
<b>Qualifications</b>	Good numeracy/literacy skills.  Willingness to participate in development and training opportunities during and outside of contracted hours.  Maths and English at GCSE grade 4/C or above (or equivalency).  Appropriate SEND specific qualifications and/or professional development.	NASENCO or NPQSEND (or a willingness to complete this qualification if not).  Qualification to assess for examination access arrangements (or a willingness to complete this qualification if not).  Training and/or qualifications to screen and/or assess for SpLD (e.g. dyslexia).	A / I

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<b>Skills</b>	<p>Ability to use basic technology i.e., computer, photocopier.</p> <p>Ability to relate well to children and their families.</p> <p>Ability to work well within a team.</p> <p>Ability to lead and manage staff effectively.</p> <p>Ability to work collaboratively with outside/external professionals and agencies.</p> <p>Ability to prioritise tasks, be well organised and meet deadlines.</p> <p>Good communication and interpersonal skills.</p> <p>Empathetic, patient, calm, nurturing and compassionate.</p> <p>Ability to follow EHCPs.</p> <p>Excellent record-keeping.</p> <p>Knowledge of common SEND, across all four areas of need, catered for within mainstream schools.</p>	<p>Ability to use Class Charts, Provision Map and Edukey.</p> <p>Ability to complete 'Assess, Plan, Do, Review' cycles.</p>	<p>A / I</p>
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Criteria	Essential	Desirable	Measured by
<b>Experience</b>	<p>Working with or caring for children of relevant age.</p> <p>Experience supporting a range of pupils with differing SEND in an educational setting.</p> <p>Experience of supporting pupils who have EHCPs.</p> <p>Experience of working with external agencies such as the Educational Psychology Service.</p> <p>Experience of working in partnership with families.</p>	<p>Experience in leading staff through performance development / appraisal processes.</p> <p>Experience of monitoring and reviewing the effectiveness of provision.</p> <p>Experience of facilitating / leading staff training.</p> <p>Experience of applying for EHCPs.</p> <p>Experience of reviewing EHCPs.</p>	A / I
<b>Other</b>	<p>Commitment to safeguarding and promoting the welfare of children.</p> <p>Commitment to the Catholic Life and Mission of the School.</p> <p>Commitment to ongoing professional development.</p>		A / I

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