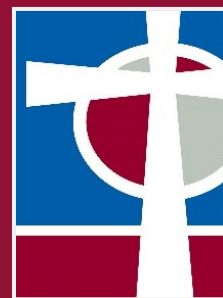


St Gregory's

CATHOLIC SCHOOL



Assistant Senco

APPLICATION PACK

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Letter from the Headteacher

Dear Candidate

Thank you for your interest in this exciting role within our secondary school, which forms part of the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded Individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and can work alongside and support our students to achieve their full potential, we would love to hear from you.

Kind regards

Phil Byrne
Headteacher
St Gregory's Catholic School



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School vision and values

Our Vision

We provide the students in our care with a world-class Catholic education. We guide our students to understand their own unique value and dignity. Inspired by the life of St Gregory, we empower our students to approach, with vigour, the opportunities of their education; to recognise and realise their potential as servant leaders and use their discernment to choose how they will make the world a better place.

Our Aims

With Christ's **love** at the centre of all that we do, students;

- **live** life to the full
- **learn** all they can about their world in order to
- **lead** lives which change it for the better

Students accomplish this because our curriculum:

- is appropriately ambitious for all our students, including SEND and Disadvantaged students
- is progressive, interleaved and sequenced to develop knowledge and understanding
- provides opportunities to develop and strengthen literacy across all curriculum areas
- provides opportunities for reading
- promotes opportunities for the development of strong relationships, healthy lifestyles and good wellbeing
- challenges students to apply their knowledge and make informed decisions
- teaches our students how to learn and develop scholarly habits so that they become confident, independent learners
- promotes a learning environment in which students discover and develop new talents

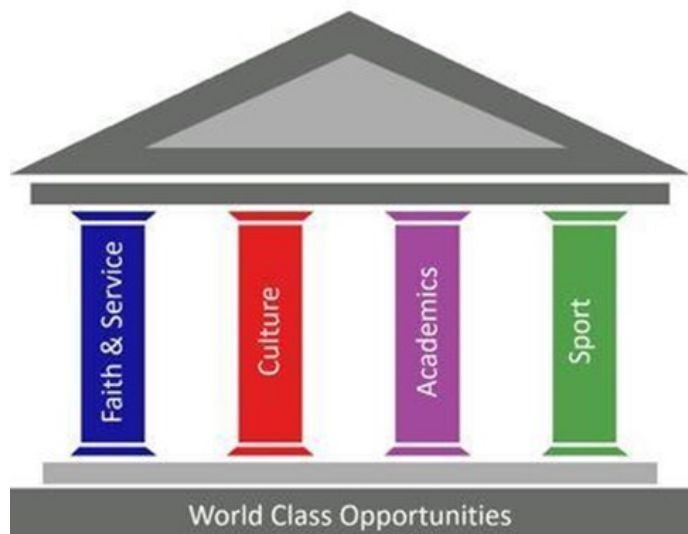
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School vision and values

These pillars provide a framework to focus students as they set ambitious goals for their future.

Our aim, through our curriculum is to develop young people:

- who are happy and feel fulfilled
- who have the confidence, resilience and knowledge to build relationships, pursue active and healthy lifestyles and stay mentally healthy
- who are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- who know how to learn and evaluate their own strengths to make progress
- who can make and articulate informed decisions and are aware of their rights and responsibilities in a global society
- who demonstrate respect, compassion and empathy towards the beliefs and values of others
- who possess the cultural capital they need so that they are not disadvantaged by the social context in which they live



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About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 25 academies of which 20 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



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Role description

We are looking to appoint an Assistant Senco with an interest in special educational needs and disabilities who can support the work of the Senco. They will help to develop our expanding SEND provision; to ensure that we deliver SEND support of the highest standard and our students can grow in an inclusive and nurturing environment.

If you would like to join our amazing SEND team of committed staff at St Gregory's School and help us to make a real difference to the lives of these students, we would love to hear from you.

The successful candidate will be:

- Be very well organised and efficient
- Be an experienced HLTA or similar
- Have high expectations for children's behaviour and attainment
- Be confident to work with different stakeholders e.g. parents and outside agencies
- Be flexible and willing to learn
- Be willing to go the extra mile to ensure the best possible outcomes for our students
- Be confident in the use of IT systems, video conferencing and Microsoft/Office 365
- Be open to advice, feedback and guidance from colleagues
- Be willing to support the SENCO in an administrative capacity

We will offer you

- Support as you settle in to the role
- Guidance and training from primarily the Senco
- Ongoing professional development



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Job description

Job Title: Assistant Senco

Salary Grade: KR8— £28,598 to £32,333 (pro-rata £25,041 to £28,311)

Hours/Weeks: 37 hours, Term time only plus 5 non pupil days (39 weeks per year)

Line Manager: Senco

Purpose of Job:

To provide administrative support to the Senco in leading and managing the provision of special educational needs and disabilities, learning support hub, support for students who are disadvantaged and exam access arrangements.

Key duties and responsibilities:

- To be the Assistant SENCO for St Gregory's Catholic School and assist the Senco in leading the provision of SEND within the school
- To support the Senco in managing the implementation of an inclusive curriculum, within the framework of the school's aims and policies and ethos of "Known and Loved".
- To manage resources for students with SEND, including the allocation of ICT, and ensure they are used efficiently, effectively and safely.
- To disseminate SEND information to relevant parties in a timely, sensitive and appropriate manner
- To collate information from relevant parties regarding students for the purposes of interventions, exam access arrangements, referrals for assessment for SEND and for statutory paperwork such as Education Health and Care Plans
- To complete referrals and paperwork within the set time scales from Kent County Council and other outside agencies used by the Senco
- Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.



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Job description continued

- To liaise with relevant outside agencies to ensure that individual pupil's SEND needs are met effectively.
- To organise all relevant paperwork for interim and annual reviews for students with Education, Health and Care Plans
- To organise, minute and disseminate minutes of Department meetings and any other meeting as directed by the Senco
- To book meetings for the Senco relating to reviews, and support meetings of outside agency staff, such as, but not limited to, Specialist Teaching Service (STLS), Early Help, transition, parent meetings. Following these meetings, to communicate any relevant information and co-ordinate any resulting actions to those concerned
- To manage the on-line provision mapping software to ensure that records are up to date and correct.
- To create and review Pupil Passports for students with EHCPs and complex SEND (likely K code students).
- To support with the development and dissemination of other relevant documentation such as, but not limited to, medical health care plans, personal evacuation plans, risk assessments and paperwork relating to exam access arrangements.
- In collaboration with the Senco, to ensure that the SEND register is accurate, up to date and communicated to staff.
- To manage and ensure safe keeping, organisation and filing of relevant documents.
- To input and use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils, such as but not limited to, reading and spelling ages.
- To support the process of access arrangements in liaison with the Senco and Examinations Officer.
- To support the Senco in the Line Management of the teaching assistants.
- To support with the day to day running of the SEND area.

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.



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Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	To have evidence of continuing and recent professional development relevant to the post	E
	Evidence of ASD qualification/s	D
Knowledge & Experience	Supporting children with special educational needs	E
	Monitoring and identifying areas for improvement	E
	Knowledge and experience in the demands in a high achieving school environment	D
	Effective use of assessment and analysis of SEND children's progress in raising standards	D
	Empathy, care, understanding of mindfulness, wellbeing and resilience	E
	Working effectively with students with ASD	E
	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	E
Skills, Qualities & Abilities	Empathy with students	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Dedication	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E

Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach: [Click Here](#)

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 26th September 2023 at 09:00

Interviews to be held on: W/C 2nd October

Start date: 1st January or Sooner

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment *St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.*



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