

# Ursuline College

*Part of the Kent Catholic Schools' Partnership*



## Staff Application Pack

Children in Care & SEN Intervention Lead

**Resilience. Integrity. Respect. Serviam. Aspiration.**

*Getting better never stops*



# Staff Application Pack

## ***Letter from the Headteacher***

### **Dear Applicant**

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

We have a long tradition of providing Catholic education to those in the local community and educating each student who passes through our doors to achieve their personal best. Student well-being and learning are at the heart of everything we do.

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 have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

**Danielle Lancefield**  
**Headteacher**



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## The Post

<b>Operational Line Manager:</b>	Assistant Headteacher
<b>Grade:</b>	Kent Range 7
<b>Hours per week:</b>	30
<b>Weeks per year:</b>	39 - Term time plus INSET days

Ursuline College is situated in beautiful grounds; within easy reach of both Canterbury and Dover, with a fast train service to London. Any enquiries are welcome.

### **Ursuline College All Staff Responsibilities:**

- To be committed to safeguarding and promoting the welfare of children and young people within the school
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

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## **Job Description**

### **Specific Duties and Responsibilities for CiC Lead:**

- To ensure the effective spending of the PP+ Grant to promote positive progress of CiC and previously CiC, and report on this to SLT.
- To lead on the completion of PEPs, including arranging and chairing meetings and preparing and completing paperwork.
- To prepare for and attend CiC review meetings.
- To monitor progress of CiC pupils and liaise with AHT with CiC responsibility to ensure academic/ pastoral intervention is timely and appropriate.
- To mentor CiC and previously CiC pupils.
- To provide transition support for CiC and previously CiC pupils at all key stages, and for those at risk of NEET.

### **Specific Duties and Responsibilities for SEN Intervention Lead:**

- To oversee and support in the delivery of curriculum content to small groups as necessary and directed by SENCO (online and in school).
- To oversee and deliver small group interventions in English and Maths as identified by Curriculum Leader for those subjects.
- To implement a reading intervention programme, liaising with the Literacy Lead and RSLs to oversee and deliver reading intervention for those students whose data shows it is necessary.
- To monitor the progress of students undergoing intervention.
- To raise queries or concerns about student progress in a timely manner so that students' needs can be met promptly.
- To liaise with key stakeholders as needed to support the progress of the child.
- To keep abreast of current developments and good practice in SEND Education.

*This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation of the post holder's professional responsibilities and duties.*

*The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College's policies and procedures.*

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## Person Specification:

Criteria		Essential	Desirable
<b>Skills, Knowledge &amp; Abilities</b>	<p>Good written &amp; verbal communication skills with ability to communicate effectively across the organisation</p> <p>Excellent literacy &amp; numeracy skills</p> <p>Ability to organise, manage and prioritise workload effectively</p> <p>High level of accuracy and attention to detail</p> <p>Ability to remain calm under pressure, to prioritise work and to work using own initiative</p> <p>Excellent interpersonal skills with the ability to build good relationships with all stakeholders and to work as part of a team</p> <p>Flexibility and ability to adapt to an ever-changing environment</p> <p>Ability to relate well to children and adults, understanding their needs and being able to respond accordingly, including complaints and/or difficult / sensitive situations</p> <p>Exhibit flexibility, resourcefulness, initiative, adaptability and confidence</p> <p>Working knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities, confidentiality and data protection</p> <p>Good IT skills, with proven competency in the use of Microsoft Outlook, Word, Excel, PowerPoint</p> <p>Adopts a culture of continuous improvement</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<b>Previous Experience</b>	<p>Knowledge &amp; experience of setting up and maintaining office systems and school administrative processes and procedures</p> <p>Experience of working in a busy reception/general office environment</p> <p>Experience of using SIMS software</p> <p>Ability to provide an efficient and high level of administrative support and reception service</p> <p>Excellent record of punctuality and attendance</p> <p>Experience of working with LAC pupils</p> <p>Experience of PEPs</p>	<p>✓</p> <p></p> <p></p> <p>✓</p> <p>✓</p> <p></p> <p></p>	<p></p> <p>✓</p> <p>✓</p> <p></p> <p></p> <p>✓</p> <p>✓</p>

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<b>Qualification/ Training</b>	Good standard of Literacy and Numeracy and relevant qualifications.	✓	
	First Aid qualification (or willingness to obtain qualification at the start of the new academic year)		✓
	Willingness to undertake further training as required	✓	
<b>Other</b>	Flexible approach to working hours to meet the needs of the organisation	✓	

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## Safeguarding and Safer Recruitment

### **Application Process**

You are welcome to contact HR at [HR@ursuline.kent.sch.uk](mailto:HR@ursuline.kent.sch.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.

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

**Closing date for applications:** 9am Tuesday 26<sup>th</sup> February 2025

**Interviews to be held on:** To be confirmed

**Start date:** April 2025

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**

*Ursuline College are committed to safeguarding and promoting the welfare of children and require all staff to share this commitment. Offers of employment are subject to an enhanced disclosure and barring service check. We are an equal opportunities employer.*

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# Ursuline College

Headteacher: Miss D Lancefield

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CEO: Mrs Annemarie Whittle