



**Saint George's**  
Church of England School

**WORKING AT SAINT GEORGE'S C OF E SCHOOL**

# Join our Team



**For Appointment of:  
Assistant to the SENDCo**







## Welcome from Executive Headteacher Simon Murphy

Thank you for your interest in this role at Saint George's Church of England School. I hope the information within gives you an insight into our all-through school and the unique opportunity this position offers.

As a founding member of the Aletheia Academies Trust, our vision is rooted in a determination to improve the life chances of local children. The Trust provides outstanding opportunities for our primary and secondary based staff to connect with others, share good practice, improve their teaching, and develop their own career pathway.

Saint George's is thriving. All stakeholders including governors, parents, staff and pupils work exceptionally hard to create a warm, welcoming and inclusive atmosphere in a school which boasts a fantastic sense of community, continuously improves outcomes for children and families, and holds tightly to its Christian vision and values.

As an all-through school, that sense of community is all the more palpable and I feel very privileged, alongside my colleagues, to see pupils learn and develop from reception classes through to our excellent 6th Form provision.

We look forward to receiving your application and welcoming you to Saint George's.



## Welcome from Head of Secondary Phase Matt Lille

Thank you for taking the time to consider a post at Saint George's. We are immensely proud to be a Church of England school and committed to serving the local community of Gravesham. As an all through school we have the rare privilege of seeing our pupils develop from the age of 4 right up until they reach 19. Improving life chances for local children is at the heart of what we do and something that drives us to continually improve.

Pupils at Saint George's achieve well and are supported by a deeply committed and caring staff body many of whom were once pupils at the school themselves. We pride ourselves on being a highly inclusive school and this is supported by our pastoral and SEND teams who are passionate about inclusion. We seek to encourage every child to find and develop their talents and as such our curriculum is broad, allowing pupils to find the subject that they are passionate about. This is supported by a wide extra-curricular offer including the Duke of Edinburgh Award, an extensive range of sports, creative and performing arts and much more.

If this sounds like a community that you would be excited to join, then I look forward to receiving your application.



# Saint George's Church of England All Through School



We consider our school to be highly inclusive, welcoming students of all backgrounds and beliefs, unified by our commitment to their well-being and sense of achievement.

Saint George's has developed a reputation as a high achieving school providing excellent outcomes for all students academically and in terms of their personal growth. We have exceptionally high expectations of how our students behave, speak, and present themselves. This is underpinned by our Christian values, our worship and school ethos. Everyone who wishes to learn is welcome.

Our motto **'All Different, All Equal, All Flourishing'** emphasises our Christian belief that the God-given talents of all students should be encouraged and developed, recognising, and valuing their unique worth.

We have had a long-held belief in the potential of an all-through school to further enhance the educational provision on our site. We are delighted that this vision has now become a reality for Saint George's. A shared philosophy ensures that there is greater consistency around expectations, ethos and pedagogy which eliminates any unsettling transition between the primary and secondary phases. We facilitate teachers working together in the primary and secondary phases which raises aspirations still further and ensures that children are not able to fall through the gaps. Our primary pupils benefit from having specialist subject staff available and economies of scale allow greater spending on teaching and learning and the sharing of specialist and enhanced facilities for all pupils.

At Saint George's, we strive for all students to have learnt new skills, to have developed their talents and with this, a love of learning; making them confident, articulate, sensitive and caring citizens for the future.



**"Visitors most often comment upon the profound sense of community within the school."**



Diocese of  
**Rochester**

SIAMS INSPECTION 2019



**EXCELLENT**

**Ofsted**  
Good  
Provider

# Job Description

Job Title	Assistant to the SENDCo
Location	Gravesend
Duration	Permanent
Work Hours	Full-time
Reporting to	SENDCo
Salary	AAT E £24,788.83 - £26,447.83 per annum (£27,852 - £29,716 per annum FTE)
Pension	LGPS



## About the Role

An exciting opportunity has arisen for a candidate of exceptional ability to join us as Assistant to the SENDCo at Saint George's Church of England School.

The school has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. We are a friendly, dynamic and innovative school and pride ourselves on our commitment to ensuring student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

We would love to hear from you if you:

- ♥ want to be involved in developing outstanding learning experiences to enable all children to thrive
- ♥ want to work in a supportive and caring environment
- ♥ are committed to enabling every child to achieve the very best they can
- ♥ are an ambitious professional

In return, we can offer you:

- ♥ Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities
- ♥ Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.
- ♥ Access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions
- ♥ Free eye test, examinations and eye care voucher
- ♥ A supporting and caring work environment



# Key Responsibilities



## Job Purpose

To support the SENDCo in coordinating the provision for all pupils with Special Educational Needs and Disabilities (SEND), ensuring statutory requirements are met, documentation is maintained to a high standard, and effective communication takes place between staff, parents, external agencies, and pupils.

## Key Responsibilities

- Support the SENDCo, including completion of the administration and assisting with coordination, and review of Education, Health and Care Plans (EHCPs).
- Manage the calendar for EHCPs, PEPS and tracking of referral completions.
- Maintain accurate, up-to-date SEND records, including annual reviews, provision maps, and evidence of interventions.
- Liaise with teaching staff to collect relevant information for EHCPs, provision planning, and external assessments.
- Prepare Draft documentation for annual reviews and coordinate meetings with parents, staff, and external professionals and extend invitations to all stakeholders.
- Using Excel and Arbor, create SEND data reports across the school and report any concerns or gaps in provision to the SENDCo and update pupil passports as needed.
- Manage timetables for Teaching Assistants in conjunction with the SENDCo.
- Assist with coordinating support for pupils, including small-group interventions and targeted in-class support.
- Meet with parents and carers as directed by the SENDCo, ensuring strong relationships and clear communication.
- Ensure compliance with statutory SEND processes and school policies.
- Provide general administrative support for the SEND department.

## Safeguarding

Saint George's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.



# Person Specification



**D = Desirable    E = Essential**

## Qualifications

GCSE English and Maths (Grade C/4 or above)	<b>E</b>
Level 3 qualification	<b>D</b>
Training in relevant intervention programmes	<b>D</b>

## Experience

Experience working with children or young people in an educational setting	<b>E</b>
Understanding of SEND processes, including EHCP administration	<b>E</b>
Experience supporting pupils with SEND	<b>D</b>
Knowledge of SEND legislation, the SEND Code of Practice, and EHCP processes	<b>D</b>
Experience of using school MIS systems e.g. Arbor, Edukey, Provision Map.	<b>D</b>

## Skills and Abilities

Strong organisational and administrative skills	<b>E</b>
Ability to communicate effectively with staff, pupils, and parents	<b>E</b>
Ability to maintain confidentiality and accurate records	<b>E</b>

# How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

**The People and Culture Team**

**[HR@aletheiatruster.org.uk](mailto:HR@aletheiatruster.org.uk)**

**01474 533 082**

To apply for this role, please visit MyNewTerm:

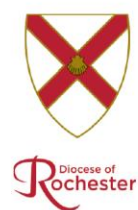
**[Online Application Form](#)**



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**Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).**





# Contact Us

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