

July 2025

Dear Applicant,

I am very pleased to forward the application pack and hope, that after consideration, you apply to the post of Assistant Head: Special Educational Needs Co-ordinator (SENCo) and Resource Provision Lead Teacher at our school. The following information will enable you to make a positive choice about applying to join our team. Please read the information carefully.

Barlow Hall Primary School is a mainstream school located in Chorlton, Manchester and will be joining Connect Alliance Trust in September 2025. Connect Alliance Trust, based in Manchester, is forming in September 2025 through the merger of two existing trusts, M20 Learning Trust and LINK Learning Trust, along with Northenden Community Primary School and Cavendish Primary School who are currently two maintained schools converting to academies.

This merger presents a unique opportunity to build a stronger family of schools, enhancing educational standards and opportunities for our local communities. The two founding trusts and maintained schools share a common vision and values which underpin the new trust’s development: a commitment to academic excellence, a culture of collaboration and an inclusive environment built on respect. The leaders of both trusts have a strong track record in school improvement, having improved schools in need of support and championed the development of teaching talent through local teaching hubs.

As Barlow Hall Primary School looks forward to joining this newly amalgamated multi academy trust and all the benefits this will bring to our whole school community, we are looking for a motivated and enthusiastic individual to join our friendly team.

We currently have 242 children on roll, including our two year old provision, Barlow Bears. The school leads the Children’s Centre situated on site. Our children come from a variety of backgrounds, religions and cultures. More than two thirds of our school population come from ethnic minority backgrounds with about 40% of our children having English as an additional language. Approximately 36% of our children have some level of SEND. 56% of children are eligible for pupil premium funding. We have a 7 place, Local Authority allocated Specialist Resource Provision for children with a diagnosis of Autism or Language Disorder.

To join our team, you will need to have a strong commitment to pupil’s learning, as well as caring and supportive qualities. Our children’s achievements are very important and the adults at Barlow Hall work with great dedication and enthusiasm to make sure that each child achieves the very best they can. You will need to understand the urban context of our school. It can be a challenging and also a very rewarding place to work. We can offer the successful candidate an enjoyable work place with highly trained and supportive staff as well as a commitment to your own learning journey and continuing professional development.

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This post will be an integral part of our Inclusion Team and will oversee the strategic development of SEN policy and provision, and to lead the strategic direction and development of our Specialist Resource Provision. You will ensure the implementation of SEN policy on a day-to-day basis and will be a key point of contact for families, other professionals and colleagues. You will offer support and advice for the identification of needs and suitable provision to meet those needs. Through provision management you will maintain an overview of the progress of pupils with SEND, including pupils within our Resource Provision, and will seek to develop practice to ensure interventions and support are highly effective. You will work under the direction of the Head of School.

The closing date for applications is Monday 15th September at 12:00pm. The application form, job description and person specification can be found on our school website. Applications should be completed electronically and returned by email to s.stoneman@barlowhallprimary.co.uk for the attention of Alice Corlett. Please state the vacancy reference number for the position you are applying for. If you would like to arrange a visit prior to making an application, please contact the School Office on 0161 881 2158 to book an appointment.

Successful candidates will be invited for interview on Monday 22nd September.

Yours sincerely,

Alice Corlett

Head of School

**Important safeguarding information for all applicants**

At Barlow Hall Primary we take safeguarding very seriously. As part of our commitment to promoting the welfare of our children the following procedures will be followed for all new applications.

On receipt of your application any anomalies or discrepancies such as gaps in your employment history will be scrutinised and may affect the shortlisting of your application. Please, therefore, complete your application carefully giving full details. CVs will not be accepted.

References will be followed up and any appointment will be subject to satisfactory written references being received. Any information on your reference which causes concern will be raised with you at interview.

If you are invited to interview you must bring with you the following:

* A form of photo identification such as a driving licence or passport.
* Proof of required qualifications as listed in the application pack.
* Proof of National Insurance (i.e NI Card or letter from HMRC)
* Proof of address

These documents must be the original certificates, photocopies are not acceptable.

Copies will be taken of the documents you bring with you and placed on file until the successful candidate is appointed. After this point the documents of unsuccessful candidates will be shredded.

Any offer of employment is conditional upon the satisfactory completion of the pre-appointment checks and after appointment will be subject to a successful Disclosure and Barring Service (DBS) and medical health check.

These pre and post recruitment are statutory as laid down in ‘Safeguarding Children & Safer Recruitment in Education, 2007.

Please note that appointment to all non-teaching posts will be subject to the successful completion of a probationary period.

**Please could you complete & return the following DBS information**

There is nothing I would like to make you aware of before interview

 regarding my DBS check  **□**

There is an issue I will need to discuss prior to interview

regarding my DBS check **□**