ST ANSELM'S CATHOLIC SCHOOL
FAITH SEEKING UNDERSTANDING



Position

SENCo

2023 Ofsted Good Provider

Proud to be part of Kent Catholic Schools' Partnership

ST ANSELM'S CATHOLIC SCHOOL

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Welcome to St Anselm's

St Anselm's is a Catholic Academy for students of all abilities. The school serves families of the Canterbury Deanery and the surrounding towns, including Whitstable, Herne Bay, Faversham and Ashford; students from other areas are also most welcome. Founded in 1964, St Anselm's has expanded considerably over the years and in 2004, we were designated a DfEs Specialist Science College. In 2014, the school became an academy and a member of the Kent Catholic Schools' Partnership

Despite the many changes, our mission as a school has remained constant: to promote the development of all our students so that they are able to achieve their full potential—academically, spiritually and socially. By fostering a strong learning environment with the highest expectations of behaviour and conduct, we are proud to have created a positive and hard-working community in which students feel valued, happy and safe.

ST ANSELM'S CATHOLIC SCHOOL

A Catholic Academy in Archdiocese of Southwark

Old Dover Road, Canterbury, Kent. CT1 3EN

Tel: 01227 826200

Email: OFFICE@st-anselms.org.uk

www.stanselmscanterbury.org.uk

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Headteacher's message

Welcome to St Anselm's, I am delighted that you are considering a position here. Our mission is to promote the development of all students so that they achieve their full potential, academically, spiritually and socially. We strive to deliver this by focusing on each key area in the following ways:

Our staff are passionate and committed and there is a consistent focus on securing outstanding teaching and learning with appropriate pace and challenge in all lessons. Students' progress is regularly measured, and additional help and guidance is given where it is needed. We place students in teaching groups most suited to their ability and these groups are regularly reviewed. Success is celebrated and students are rewarded in many ways for their efforts. I am proud to say that all stakeholders, including students, staff, parents and governors, work collaboratively to secure the best possible outcomes for every St Anselm's student.; this truly is a comprehensive school.

The school's community is founded on the Gospel values of Love, Hope, Charity, Justice and Peace and there are many opportunities for students to become involved in the liturgical life of the school through collective worship, masses and retreats. We emphasise to students that spiritual fulfilment involves being the best that you can be, leaving St Anselm's with the ability and preparedness to lead good, fulfilled adult lives and make a positive contribution to society.

Social development takes place through our strong community and the many enrichment opportunities available. We recognise that young people today face many challenges, but our outstanding pastoral care ensures that many difficulties are swiftly resolved. By focusing on mutual respect and reconciliation.

I look forward to meeting you and demonstrating why our approach is so popular and successful.

Mr J Rowarth
Headteacher

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SENCo

Salary: L11-15
Working Week: Full Time
Start: Easter 2027
Closing date: Tuesday 1st December 2026 12pm

This is an exciting opportunity for someone who wants to take on an important leadership role within a strong SEN department. The successful candidate will lead, develop and improve learning support throughout the school, aiming for the highest achievable standards in all lessons and support sessions. Knowledge and experience of both SEN and literacy strategies for raising achievement is essential, as is the ability to develop links with all other curriculum areas, SLT and pastoral teams in the school. The department offers support to students with a range of learning difficulties and disabilities, in lessons, in small groups and through individual support. You should also be sympathetic to the Catholic Ethos and Mission of the School

Please submit an application form which is available to download from our website. A full job description is also available here. You are welcome to contact HR at recruitment@st-anselms.org.uk if you would like to visit the school before submitting an application. Should you be shortlisted for interview, additional information may be requested at that time.

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.

St Anselm's School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers, Criminal Records Bureau and qualifications. For more details and policies please visit
https://www.stanselmscanterbury.org.uk/Policies/

Person Specification

	Essential	Desirable
Qualifications	1. Relevant degree/ QTS 2. Child Protection training	1. Relevant mandatory SENCO qualification or be willing to complete the qualification within 3 years of appointment. Since 1 September 2024, this is the National Professional Qualification (NPQ) for SENCOs, which replaced the former National Award for SEN Coordination (NASENCO) 2. a postgraduate qualification in individual specialist assessment at Level 7 (or equivalent)
Specific Skills, Experience and Knowledge	• Exemplary classroom practitioner able to demonstrate a range of successful teaching and learning strategies 1. Ability to prioritise and manage deadlines 2. Awareness of equal opportunities issues 3. Excellent behaviour management skills	1. Evidence of impact on the practice of others 2. Experience of managing budgets and ensuring value for money 3. An awareness of whole-school issues 4. Knowledge of national educational policy, priorities and initiatives

Personal Qualities	1. Passionate about working with children and ensuring inclusion 2. Excellent record of punctuality and attendance 3. Evidence of enthusiasm, drive and a commitment to hard-work 4. Resourcefulness, flexibility, adaptability and initiative 5. Able to lead by example 6. Excellent communication skills 7. Patience and a good sense of humour 8. Able to build trust and good relationships 9. Self-evaluative and reflective 10. Supportive of the School's Catholic Ethos	1. Desire and potential to progress to further promotion 2. Commitment to own CPD

Responsibilities

- To ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- To demonstrate and articulate high expectations and set stretching targets for the whole school community and in particular for children with SEN.
- To oversee provision for students in the PD and ASD SRPs, including quality of provision, staffing and budgets.
- To lead, manage, monitor and develop SEN provision, including the teaching programmes within the SEN department
- To promote and safeguard the welfare of children for whom the school and Governing Body are responsible and those with whom they come into contact, especially for children with SEN.
- To act as a model for staff and students
- To view each student as unique and special and help them to reach their potential and celebrate their achievements
- To model best practice in delivery of lessons and to allow/encourage others to watch lessons; to facilitate sharing of best practice in relation to teaching children with SEN.
- To help build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- To contribute to the planning, organisation and implementation of a diverse, flexible curriculum and an effective assessment framework for SEN children.
- To encourage creativity, innovation and the use of appropriate new technologies to achieve excellence in teaching and outcomes for SEN children.
- To contribute to clear, evidence-based planning and the creation and monitoring of the SIP and SEF to ensure that learning is at the centre of strategic planning and resource management.
- As a member of SLT, to support and uphold the school's policies on academic progress, teaching & learning, quality assurance, safeguarding, behaviour, uniform, discipline and bullying and ensure whole staff involvement in these matters

- To assist in quality assurance and the monitoring of teaching and learning by carrying out learning walks, work sampling and interviews with students and staff, in particular in relation to provision for SEN pupils and for performance of SEN teachers and TAs.
- To challenge underperformance at all levels and ensure effective corrective action and improvement strategies
- To Line/Performance Manage a number of teachers and support staff and ensure effective planning, allocation, support and evaluation of their work; to celebrate the achievements of individuals and teams
- To lead and provide training opportunities in SEN for TAs and other staff
- To promote a consistent and continuous school-wide focus on SEN pupils' achievement, using data and benchmarks to monitor progress in every SEN child's learning
- To track the progress of students with SEN using Arbor data systems
- To interpret assessment data relating to students with SEN
- To set appropriate targets for raising achievement among students with SEN
- To lead in the planning of work programmes designed to support the learning needs of SEN students
- To support in the lead of interventions
- To ensure appropriate CIAG for students with SEN
- To oversee the management of the SEN register
- To oversee the process of testing, evidence-gathering and applications for examination access arrangements
- To oversee the allocation and provision of the school's counselling services.
- To assist in the selection and appointment of the staff of the school for posts related to SEN.
- To be responsible for allocated budgets and the effective deployment of resources so that best value is achieved
- To attend SLT meetings, consultation evenings, parental consultations and other meetings as required
- To be a presence around the school, including SLT On Call, Inclusion and Saturday detentions

- To provide a 'point of contact' for staff, parents and students as needed in relation to SEN matters.
- To manage team/staff meetings as needed
- To collaborate, at both strategic and operational levels, with Governors, KCSP, other schools, other agencies, parents and carers to secure the well-being and progress of all SEN children.
- To keep abreast of current developments and good practice in education
- To prepare documentation as requested to provide information and accurate accounts of the school's performance in relation to SEN to a range of audiences including governors, parents and carers
- Inform any parents that their child may have SEN and then liaise with them about the pupil's needs and any provision made
- Work with the headteacher and SEND local governance committee lead member to determine the strategic development of the SEND information report and provision in the school
- Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans
- Provide professional guidance to colleagues and liaise and work with staff, parents, and other agencies to make sure that pupils with SEND receive appropriate support and high-quality teaching
- Advise on the graduated approach to providing SEND support and differentiated teaching methods appropriate for individual pupils
- Be the point of contact for external agencies, especially the local authority (LA) and its support services, and work with external agencies to ensure that appropriate provision is provided
- Liaise with potential next providers of education to make sure that the pupil and their parents are informed about options and that a smooth transition is planned
- When a pupil moves to a different school or institution: Make sure that all relevant information about a pupil's SEND and the provision for them are sent to the appropriate authority, school or institution, in a timely manner
- Work with the headteacher to make sure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements

- Make sure the school keeps its records of all pupils with SEND up to date and accurate
- With the headteacher, monitor to identify any staff who have specific training needs regarding SEND, and incorporate this into the school's plan for continuous professional development
- With the headteacher, regularly review and evaluate the breadth and impact of the SEND support the school offers or can access, and co-operate with the LA in reviewing the provision that is available locally and in developing the local offer
- Prepare and review information for inclusion in the school's SEN information report and any updates to this policy
- With the headteacher and teaching staff, identify any patterns in the school's identification of SEN, both within the school and in comparison with national data, and use these to reflect on and reinforce the quality of teaching
- To regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in arrangements made for appraisal
- To manage own workload and that of others to allow an appropriate work-life balance.

Other

The SENCO may be required to undertake any other reasonable tasks as required by Headteacher

This job description is current at the date shown, but, in consultation with the postholder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title

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STAFF BENEFITS

All teachers have access to:

St Anselm's prides itself on its dedication to its staff body, who we know are professionals and support the students magnificently well, therefore we have made a commitment to ensure they have as much flexibility as possible and have tried to build in at least 150 hours of allotted time where teachers can work off site.

⇒ Additional October Holiday

Ensuring staff have a two week break in October, in order to refresh and recuperate during the longest two terms of the academic year.

⇒ Additional Non-contact time

Ensuring staff are not at full teaching capacity, allowing extra time and flexibility for preparation and marking.

⇒ Assessment marking flexibility

Allowing teachers time off to mark end of year exams, ensuring staff can work from home for 50% of the examination period. Equivalent to 25 hours throughout the two week examination period.

⇒ Gained time protection

Ensuring staff who have worked tirelessly with Year 11 and Year 13 are rewarded and protected during term 6, meaning staff can book off time that would have ordinarily have been spent teaching Year 11 and Year 13. Equivalent to 50 hours throughout term 6.

⇒ Working from home

The school recognises that teachers may plan and assess more productively away from site without distractions, therefore teachers are permitted to work from home during some of their non-contact time. Equivalent to over 85 hours through the academic year.

All staff have access to:

⇒ Employee Assistance Programme

Providing a free confidential helpline available 7 days a week, 365 days a years with the option of free financial and counselling services.

⇒ Enhanced Pension

The school offers a generous salary sacrifice pension scheme

⇒ Protected home life balance

Ensuring the school is dedicated to ensuring staff have a protected home life balance, ensuring family request are granted and home life is not interrupted after working hours

⇒ Access to our Sports Centre

All employee's have priority access to our Sports Centre and access to our dedicated employed personal trainer. Free membership to our Gym and 50% discount on all lettings and sports bookings.

⇒ Access to rewards programmes (E.G Blue Light & Kent Rewards)

Providing a variety of local and national discounts at over 700 retailers, on the high street, online, via vouchers, cashback and reloadable loyalty cards.

⇒ Exceptional CPD provision

Ensuring all staff have access to the full range of National, Local and Trust wide CPD programmes, investment and support available for NPQ and Masters programmes of study.

⇒ Enhanced Admissions criteria

Ensuring your children are given priority admission criteria when wishing to attend St Anselm's Catholic School.

⇒ Cycle to work scheme

A HMRC approved tax and National Insurance (NI) efficient scheme, which helps you acquire a bike and safety accessories for cycling to work. Saving up to 50% off of high street prices (unlimited funding now added)

⇒ Eye Care

Regular VDU users can receive a financial contribution to the cost of eye care.

⇒ Duty Enhancements

The ability to enhance your salary and be provided with a free school meal (including Costa Coffee) in receipt of supervising our students at lunchtimes.

⇒ Well-being package

Ensuring staff have access to daily well-bring supplies that aim to make a 'big difference on a daily basis' e.g free tea/coffee, toiletries and subsidised staff parties.

Education Support

BLUE LIGHT CARD

Kent Catholic Schools Partnership

cycle to work

Kent County Council

For more information about the school, visit

www.stanselmscanterbury.org.uk