



LABORA CUM AMORE

St Simon Stock Catholic School

SEND COORDINATOR

APPLICATION PACK

[Letter from Executive Principal](#)

[About St Simon Stock Catholic School](#)

[Role description](#)

[Job description](#)

[Person specification](#)

[Application process](#)

Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark

Ofsted
Good
Provider

Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551

Letter from the Executive Principal

Dear Candidate

Thank you for your interest in this exciting role within our ambitious partnership of two secondary schools in 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 want to help us build a more inclusive education system, we would love to hear from you.

Mike Wilson

Executive Principal - St Gregory's Catholic School & St Simon Stock Catholic School



Labora cum Amore ~ Work with Love

About St Simon Stock Catholic School

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 25 academies (20 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



Labora cum Amore ~ Work with Love

Role description

From September 2023, we are looking to appoint an experienced SENCO who, under the direction of the Assistant Principal for SEND, is able to continue 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.

Experience of working in the Primary sector would be desirable but not essential and applications from exceptional teachers who are committed to supporting students with special educational needs and disabilities will also be considered. For some of our students, accessing full-time, mainstream education is challenging. As a school committed to ensuring all our students have access to a high-quality education, we are looking for an inspiring and ambitious SENCO or experienced teacher who has a passion for working within this area of education and wants an opportunity to play an integral role in leading on our inclusion strategy and developing a curriculum that meets the needs of some of our most vulnerable learners.

If you would like to join our amazing SEND team of committed staff at St Simon Stock Catholic School and help us to make a real difference to the lives of these students, please read the accompanying job description and person specification.

The successful candidate will be:

- A strong and assertive presence with the ability to form excellent relationships with all students, staff and parents/carers.
- Holds the National Award for SEND Coordination or be prepared to undertake training in order to gain this qualification once in post
- Experienced in working well and collaborating with external agencies relating to Special Educational Needs and Disabilities
- Ensure that the school meets its responsibilities under the Equality Act 2010 with regards to reasonable adjustments and access arrangements
- An innovative thinker who is able to find creative solutions and think on their feet
- A highly organised person who can ensure that the school keeps accurate records of all students with SEND up to date

Benefits of working at St Simon Stock Catholic School:

- A supportive and caring working environment for staff and students
- A research-informed approach to curriculum design and assessment
- Dedicated and bespoke CPD time for all staff each term and opportunities to complete additional qualifications related to SEND and access arrangements.
- Staff laptop provided
- Kent Rewards Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources



Labora cum Amore ~ Work with Love

LABORA CUM AMORE

Job description

Job Title:	SEND Coordinator
Salary Grade:	MPS/UPS plus TLR 2 (£3,017 to £7,368)
Hours/week:	1 FTE
Responsible to:	Assistant Principal for SEND

Purpose of Post

To work closely with the Assistant Principal for SEND/ Inclusion, Senior Leadership Team and colleagues in the strategic development of the Academy's Special Educational Needs (SEN) policy and oversee the day-to-day operation of that policy with the aim of raising SEN student achievement.

Main Duties and Responsibilities

- a) Strategic Direction and Development of SEN Provision in the Academy (with the support of, and under the direction of the leadership team)
- exercise a key role in assisting the senior leadership team and governors with the strategic development of SEN policy/ provision
 - support all staff in understanding the needs of SEN student and ensure the objectives to develop SEN are reflected in the school development plan
 - monitor progress of objectives and targets for students with SEN from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
 - analyse and interpret relevant school, local and national data and advise the senior leadership team on the level of resources required to maximise achievement
 - liaise with staff, parents, external agencies and other schools to coordinate their contribution, provide maximum support and ensure continuity of provision.
- b) Teaching and Learning
- support the identification of and disseminate the most effective teaching approaches for students with SEN
 - work with the senior leadership team and staff to develop effective ways of bridging barriers to learning through:
 - Assessment of needs
 - Monitoring of teaching quality and student achievement
 - Target setting, including IEPs
 - Developing a recording system for progress
 - collect and interpret specialist assessment data to inform practice
 - undertake day-to-day co-ordination of SEN students' provisions through close liaison with staff, parents and external agencies
 - work with the senior leadership team, teachers, key stage co-ordinators and pastoral staff to ensure all students learning is of equal importance and that there are realistic expectations of students
 - consider the range of teaching strategies / equipment that could be utilised for students at School Action Plus.



Job description

c) Leading and Managing

- provide professional guidance to staff to secure good teaching for SEN students, through both written guidance and meetings
- advise on and contribute to the professional development of staff, including whole Academy INSET provision
- provide regular information to the senior leadership team and governing body on the evaluation of SEN provision.

d) Effective Deployment of Staff and Resources

- advise the senior leadership team and governing body of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency
- maintain and develop resources, coordinate their deployment and monitor their effectiveness in meeting the objectives of Academy and SEN policies.

e) Other Professional Requirements

- Coordinate all Annual Reviews and attend / chair when necessary.

General:

Safeguarding and Equality

KCSP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our students, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at the Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

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.

Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	E
	Experience in leading acts of worship in Catholic schools	D
	A practising Catholic	D
Qualifications and Skills	A graduate in a relevant discipline	E
	To hold a teaching qualification that is recognised by the DfE	E
	To have evidence of continuing and recent professional development relevant to the post	E
	National SENCO Award or willing to complete training	D
	Evidence of ASD qualification/s	D
	As SENCO/supporting children with special educational needs	E
Experience and Knowledge	Effective working with a variety of stakeholders	E
	Monitoring and identifying areas for improvement	E
	Leading, motivating and developing practice	E
	Effective use of assessment and analysis of SEND children's progress in raising standards	E
	Teaching experience across the primary range having taught at all levels of ability to at least a good standard	E
	Experience as SENCO in more than one school	D
	Working effectively with students with ASD	D
	Previous experience of effective SEND development and students-based learning	E
Professional knowledge, skills and understanding	Thorough and up to date knowledge of SEND code of practice and SEND issues	E
	Proven Management and SENCO skills to support inclusion teaching and learning	E
	Ability to produce accurate work to tight deadlines under pressure	E
	Ability to communicate clearly in writing and orally a variety of audiences	E
	Ability to be able to deal sensitively with pastoral issues relating to staff and students	E
	Extensive ICT skills that reflect the impact of technology on today's classrooms	E
	Experience of managing successful change	D
	An enthusiastic, confident and able communicator with excellent interpersonal skills	E
	An effective organiser who can get the most from all types of resources through their development and deployment	E
A positive and resilient individual with drive, initiative, vision and commitment to improve standards in the school	E	
Personal Qualities and Abilities	Can lead, motivate and inspire others including teachers, parents and governors	E
	Commitment to inclusion and raising standards for all	E
	Able to demonstrate strong leadership and management skills	D
	Ability to analyse and evaluate data on students	E
	Ensure appropriate curriculum provision for all students across the Department	E
	Ability to establish credibility with colleagues, students and parents	E
Management	Ability to analyse and evaluate data on students	E
	Ensure appropriate curriculum provision for all students across the Department	E
	Ability to establish credibility with colleagues, students and parents	E

Application process

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

For ease of applying, we are happy to accept applications directly by using the 'APPLY NOW' link.

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

Closing date for applications: Tuesday 9 May 2023

Interviews to be held w/c: 15 May 2023

Start date: September 2023

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 Simon Stock Catholic School 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.



Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551