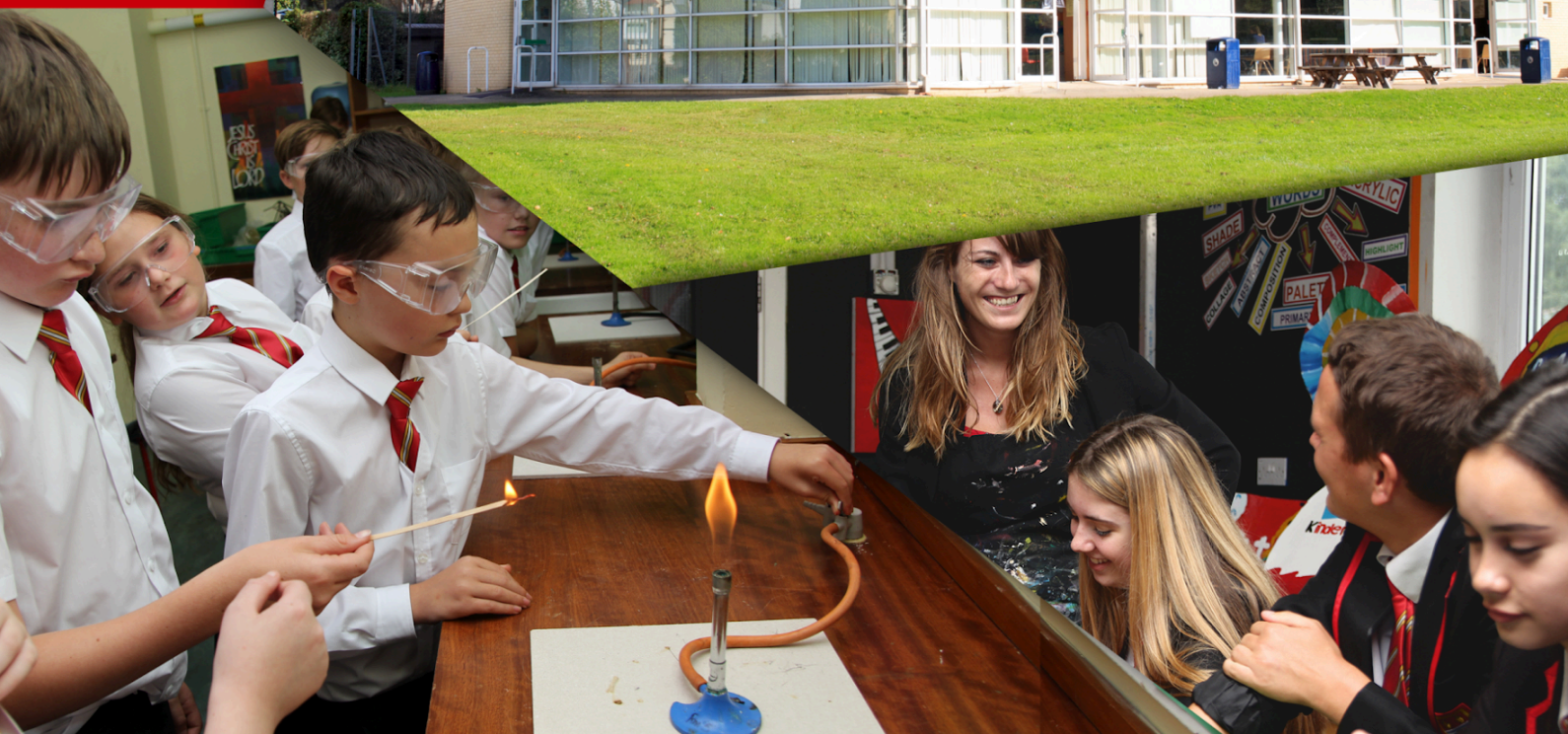




ST. CUTHBERT MAYNE

Joint Catholic and Church of England school

Job information pack



Welcome to St Cuthbert Mayne School

'Educating for life in all its fullness'

Welcome from the Headteacher

Thank you for your interest in the advertised post of SENDCO at St Cuthbert Mayne School. This is a permanent, full time contract starting in September 2025.

We are looking for a leader who will share in our educational vision - Educating for life in all its fullness, so that all students, especially those with SEND, can succeed both now and in the future.

In partnership with our Assistant Headteacher responsible for Inclusion, our SENDCO has an important voice in shaping the strategic direction on SEND provision in the school. They will lead and manage our provision for students with Special Educational Needs on a day to day basis to ensure your students receive the support and opportunity they need to thrive. They will have a deep understanding of how children with Special Educational Needs learn and have a proven track record of great teaching and developing others to ensure they can respond to the needs of children with Special Educational Needs in the classroom.

Over the last few years we have significantly improved the provision for students with Special Educational Needs in our school. This started in the classroom where we have equipped our teachers with the skills and expertise to deliver high quality adaptive teaching, so that as many students as possible can access the curriculum in mainstream lessons. For students who are not secondary ready, we have developed a Year 7 nurture provision where carefully selected students are taught predominantly by a highly skilled SEND Teacher to close any gaps in their learning and get them ready to reintegrate to mainstream lessons in Year 8. Through our capital investment programmes we have developed a range of intervention provisions and specialist learning support areas, which we call the Ararat Learning Hub and the Emmaus Centre. We are really proud of the work that we have done to support students with Special Educational Needs but there is still more to do and we are looking for a leader who can help us to take the next step.

If you believe you have the skills, experience and personal qualities to make a difference to the lives of our students then we want to hear from you.

If you would like to discuss the role or visit the school before application please contact our Human Resources Officer - recruitment@stcm.torbay.sch.uk

About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. Over recent years there has been some significant capital investment made to improve the school accommodation.

It is an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus on ensuring that our children have access to an ambitious and engaging curriculum that equips them with the essential knowledge and skills they need so that they live life to the full both now and in the future.

This will be a challenging and rewarding post. The school is committed to developing all its staff through regular professional development opportunities through the South West Institute for Teaching (SWIFT) . We also work in partnership with Education South West (ESW) as part of a family of schools, to educate children so they lead great lives. If you are passionate about transforming the lives of our students and believe you have the skills and experience to make a difference then we want to hear from you.

To find out more about our school please visit our website:

<https://www.st-cuthbertmayne.co.uk/>

Contractual details about this post - SENDCO

Actual Salary -Leadership scale on L4 - L8 which is £53,603 - £59,168

Contract - Permanent

Weeks - 39 weeks a year which is made up of 38 teaching weeks and 5 INSET days/twilight

Start - September 2025

Application Process

Please complete and submit an application form. If you have not heard from us within two weeks of your application, then you have not been successful.

You are asked to complete and include the following:

1. Application form - This can be found on our website at:
<https://www.st-cuthbertmayne.co.uk/teaching-staff-vacancies/>
2. Letter of application/supporting statement no longer than 2 sides of A4 to be included with the application form. (Please use it to show how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard).

Submit your application to Human Resources : recruitment@stcm.torbay.sch.uk

Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form. Please complete all sections of the form in full.

Closing date: 10.00 am on Friday 16th May

Interview date: Thursday 22nd May

Start Date: September 2025

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

St Cuthbert Mayne School is an equal opportunities employer and as such we do not discriminate based on age, gender, disability, race or any other equal opportunities criteria.



SENDCO - Associate Member of the Senior Leadership Team

Accountable to: The Headteacher and Governing Body

Accountable to: The Headteacher and Governing Body

Accountable to (day to day): Assistant Headteacher responsible for Inclusion

Scale: Leadership Scale L4 - L8

Actual Salary: £53,603 - £59,168

The key purpose of the job:

- To lead and manage our provision for students with Special Educational Needs, to ensure that they receive the support and opportunity they need to thrive
- To work closely with students, staff and parents to create an inclusive and supportive environment
- To ensure the school is fully compliant with the SEND Code of Practice

Roles and Responsibilities

- To lead the day-to-day operation of SEND and medical policies and practice as part of the whole school Inclusion Team
- Line Management of the Deputy SENDCO
- To ensure compliance with the SEND code of practice and all relevant statutory elements of practice and keep up to date with relevant policies and procedures
- To liaise with stakeholders to provide smooth transfer and transition of students
- To liaise with staff and offer support when required to ensure good, quality first teaching takes place
- To advise staff on the graduated approach to SEND provision, including producing Pupil Passports and learning plans for students with SEND
- To ensure all staff are providing for the needs of all SEND students so they can reach their potential
- To co-ordinate provision for students with SEND and medical needs, assessing the impact of provision and reviewing next steps.
- To work with the Assistant Headteacher responsible for Inclusion to provide strategic oversight of the school's SEND provision and recommend changes and developments needed
- To teach classes as required, usually comprising students who have identified additional needs
- To undertake Exam Access Arrangement testing to ensure that students who need additional support during public exams get the support they need
- To coordinate and lead training for Teaching Assistants

- To attend relevant SEND meetings and training as required
- To read widely to ensure implementation of current educational research and development
- Work in partnership with external agencies to support students and families

Wider responsibilities

- To promote the ethos and values of the school at all times
- To follow the policies and practices of the school at all times
- To conduct oneself in a manner befitting a member of education staff at all times, ensuring behaviours that display positivity to others
- Undertake any necessary professional development as identified to ensure effectiveness in the role
- To safeguard students and promote the health, welfare and emotional well-being of all students and staff
- Undertake any duties commensurate with the role as directed by the Headteacher
- Promote equality of opportunity for all students and staff

Review:

This job description will be reviewed annually. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Person Specification

Qualifications	Essential or Desirable
GCSE/Level 2 qualifications at a grade C or above in English and Maths	E
A-Level/Level 3 qualifications relevant to the role	E
Degree Level qualification	E
Qualified Teacher Status	E
National NPQ SENCO or SEND qualification (or commitment to work towards this)	E
Exam Access Arrangement Certification (or commitment to work towards this)	D
Teaching & Learning	Essential or Desirable
Recent evidence of excellent teaching over time	E
Recent evidence of successful teaching across the whole ability range	E
Recent evidence of successful teaching across the age range Y7-13	D
Recent evidence of securing great outcomes for vulnerable students	E
A clear understanding of what makes excellent teaching	E
A clear understanding of how to accurately assess student progress	E
A clear understanding of how to meet the needs of all students	E
Leadership, Knowledge, Experience and Skills	Essential or Desirable
A clear understanding of the SEND Code of Practice	E
Experience of successful implementation of the SEND Code of Practice	E
A clear understanding of the latest developments in SEND both locally and nationally	E
A clear understanding of curriculum development and national curriculum thinking	E
Experience of successful leadership and management of a team	E
Experience of building strong working relationships with colleagues	E
Experience of making tough decisions in the best interests of children	E
Experience of assessing students for Access Arrangements	D

Knowledge and understanding of national funding and funding streams	D
Knowledge and understanding of Keeping Children Safe in Education guidance	E
Personal Qualities	Essential or Desirable
Ability to be a team player and build positive working relationships	E
Strategic thinking and effective management skills	E
Analytical thinking	E
Ability to effectively negotiate challenge and influence situations	E
Continued commitment to safeguarding and equality	E
Commitment to maintaining confidentiality at all times	E
Ability to work under pressure and prioritise effectively	E
Commitment to promoting the ethos of the school	E
A problem solver	E
Self motivated and organised, with the ability to meet deadlines	E
Good communicator with effective presentation skills	E
Competent user of computer systems, including spreadsheets	E
Flexible to adapt to changing priorities	E
Willingness to adopt a 'hands on' approach where required	E
Ability to work effectively with colleagues	E
Resilience and reliability under pressure	E