

ST. MARY'S CATHOLIC JUNIOR SCHOOL

Special Educational Needs Coordinator (SENCO)

Recruitment pack

November 2026

A message from our CEO

Dear Applicant,

Thank you for your interest in joining our Catholic Multi Academy Trust.

Across our family of Catholic schools every person is known, valued, and loved, and our shared Catholic faith inspires us to provide an exceptional education for every child, every day; driven by our values of love, service, humility and Catholic faith

Our success is built upon the dedication, expertise, and compassion of our staff. Whether you are an experienced leader, a classroom practitioner, or a member of our professional services team, your contribution has the power to transform lives. We are committed to creating a culture in which colleagues are supported, developed, and empowered to grow in their vocation.

As a Trust, we believe that strong relationships and collaboration enable us to achieve more together than we ever could alone. United by our Catholic mission and values, we contribute to our communities with love, service, humility and our Catholic faith, ensuring that every child receives the very best opportunities to succeed and thrive.

If you share our commitment, we would be delighted to hear from you. By joining our Trust, you will become part of a warm and ambitious community dedicated to making a lasting difference to the lives of children, families, and the communities we serve and beyond.

Thank you for taking the time to learn more about us. I hope this recruitment pack gives you a sense of our vision, our values,and the exciting opportunity that awaits.

Yours faithfully,

Michael Feely

St Mary's Juniors - Who we are

Our Vision, Values and Mission

Our Trust Mission Statement "Aspire not to have more, but to be more", is alive in our schools. It is central to everything we do and our ethos is founded upon it in our daily school lives both pupils and staff who bear witness to it.

We strive to be a community of resilience and compassion. We endeavour to live our lives like Jesus, being an example to others. To this end, our pupils are encouraged and supported to live out their faith by treating others kindly and supporting those less fortunate than themselves locally, nationally and internationally.

Our curriculum and policy are also formulated in the light of our mission statement.

Each child is valued as unique and is treated with dignity. All in our community are treated with respect, each is a valued member and our ambition for our pupils is boundless.

We want our pupils to be excellent citizens who can contribute to society. We encourage and support our community's faith formation. We encourage our children to aspire for excellence in all things, be excellent learners and to have the confidence to access challenges whilst never losing sight of the gospel values we strive to live by.

What do we do?

At St Mary's Catholic Junior School, we are a welcoming, inclusive and ambitious Catholic community where every child is valued, nurtured and encouraged to flourish.

Guided by our Trust's mission, "Aspire not to have more, but to be more," we place faith, love, respect and compassion at the heart of everything we do. Inspired by the teachings of Jesus, we strive to create a community where everyone feels valued, supported and empowered to achieve their full potential.

We provide a rich, engaging and ambitious curriculum that inspires curiosity, develops confidence and promotes a lifelong love of learning. We recognise the uniqueness of every child and are committed to ensuring that all pupils, regardless of their background or individual needs, have the opportunity to succeed.

ST. MARY'S CATHOLIC JUNIOR SCHOOL

Through our Catholic ethos and Gospel values, we encourage pupils to become compassionate, resilient and responsible citizens who make a positive difference to their communities and the wider world.

We are equally committed to developing and supporting our staff, fostering a collaborative culture where everyone is encouraged to grow professionally, share their talents and strive for excellence.

At St Mary's, we aspire to be more, together.

Join Our School

At St Mary's Catholic Junior School, we are proud of our warm, welcoming and supportive school community, where every member of staff plays a vital role in helping our pupils flourish.

We are looking for passionate, dedicated and enthusiastic individuals who share our commitment to providing an exceptional education rooted in our Catholic values of Love, Respect, Peace and Faith.

As part of Sancta Familia Catholic Academy Trust, we are committed to creating a positive and collaborative working environment where staff feel valued, supported and inspired. We actively encourage professional development, celebrate individual strengths and provide opportunities for colleagues to grow and develop their talents.
This is an exciting time to join St Mary's as we continue our journey of school improvement, strengthening our culture of excellence, inclusion and ambition for every child.

If you are committed to making a difference, have high aspirations for yourself and others and want to be part of a school community where everyone is encouraged to be their very best, we would love to hear from you.

Job description

Job Title	Special Educational Needs Coordinator (SENCO)
Contract Type	Permanent
Location	St Mary's Catholic Junior School, Sydenham Road, Croydon, CR0 2EW
Reporting to	Headteacher
Basis	Part-time (0.4)
Salary Range	UPS1 - UPS3
Start Date	January 2027
Closing Date	23:59 pm Sunday 6th December 2026

Purpose of the role

The SENCo is responsible for the strategic and day-to-day coordination of provision for pupils with special educational needs and disabilities (SEND), ensuring that every child receives the support they need to achieve their full potential.

Working under the direction of the Headteacher, and as part of the school's leadership team, the SENCo ensures that the school meets its statutory duties under the Children and Families Act 2014 and the SEND Code of Practice: 0 to 25 years, and that SEND provision reflects the school's Catholic ethos.

The SENCo works collaboratively with the Trust's central team and SENCos across Sancta Familia schools, sharing best practice and helping to develop next practice across the Trust.

Strategic Leadership of SEND

- Determining, with the Headteacher and governors, the strategic development of SEND policy and provision across the school
- Leading the development and annual review of the school's SEND Policy, SEN Information Report and Accessibility Plan, ensuring they are compliant and published
- Contributing to school self-evaluation and the school improvement plan, using data to identify priorities for SEND
- Advising the Headteacher on the effective use of the SEND budget, including notional SEN and top-up funding
- Reporting regularly to the Headteacher and governors, including the SEND governor, on the effectiveness and impact of SEND provision

Identification, Assessment and Provision

- Overseeing the early identification and assessment of pupils' needs, using the graduated approach of assess, plan, do and review
- Maintaining an accurate SEND register and provision map, ensuring records are up to date and securely held
- Coordinating SEN support plans with clear outcomes, reviewed regularly with pupils, parents and staff
- Leading applications for EHC needs assessments and coordinating annual reviews of Education, Health and Care Plans within statutory timescales
- Ensuring effective transition arrangements for pupils with SEND, including on entry to school, between year groups and on to secondary school

Teaching, Learning and Outcomes

- Promoting high-quality, adaptive teaching for pupils with SEND across the school, so that every teacher is a teacher of SEND
- Monitoring and evaluating the quality and impact of SEND provision and interventions, including through learning walks, book looks and pupil progress meetings
- Tracking the progress and attainment of pupils with SEND, and taking timely action where pupils are not making expected progress
- Advising on reasonable adjustments and access arrangements, including for statutory assessments

Leading and Developing Staff

- Directing and supporting teaching assistants and other staff working with pupils with SEND, ensuring they are deployed effectively
- Supporting class teachers to plan and adapt teaching to meet the needs of pupils with SEND
- Identifying staff training needs and leading professional development on SEND
- Contributing to the induction of new staff and early career teachers on SEND

Working with Parents, Carers and Pupils

- Acting as a key point of contact for parents and carers of pupils with SEND, building strong and trusting partnerships
- Ensuring the views and aspirations of pupils and their families are central to planning and review
- Responding to concerns with sensitivity, in line with school procedures

Partnership with External Agencies

- Liaising with the local authority SEN team, educational psychologists, speech and language therapists, occupational therapists, CAMHS, and health and social care professionals
- Coordinating specialist support and ensuring professional advice is put into practice in the classroom
- Working with the Trust's central team and SENCos across Sancta Familia schools to share expertise and best practice

Administration and Wider Duties

- Ensuring SEND records, including EHC Plans and other confidential information, are maintained in line with GDPR and data protection requirements
- Completing statutory returns and data requests, including SEND census data and local authority returns
- Undertaking a class teaching commitment, where applicable, as agreed with the Headteacher
- Undertaking any other duties reasonably falling within the remit of the role, as directed by the Headteacher, commensurate with the level of the post

Safeguarding, Integrity and Values

- The postholder ensures that safeguarding, integrity, Trust, and school values are embedded throughout SEND provision.
- This includes:
- Promoting and safeguarding the welfare of children in line with Keeping Children Safe in Education (KCSIE) and the school's safeguarding policies
- Ensuring staff recognise that pupils with SEND can face additional barriers to communicating concerns, and that these barriers are addressed
- Promoting a culture of integrity, transparency, and accountability in all communications with pupils, families and partners
- Upholding the Nolan Principles of Public Life
- Ensuring all activity reflects and supports the Trust's Catholic values and ethos

Person specification

Person specification

The ideal candidate will be an experienced qualified teacher with strong knowledge of SEND and a passion for inclusion, able to lead and support staff, work in partnership with families, and secure the best possible outcomes for pupils with SEND.
They will demonstrate integrity, flexibility, and professionalism.

Criteria	Essential	Desirable
Qualifications and Training		
Qualified Teacher Status (QTS)	✓	
National Award for SEN Coordination (NASENCO) or NPQ for SENCOs, or a commitment to complete the NPQ for SENCOs within three years of appointment, as required by statutory regulations	✓	
Further training or qualifications in an area of SEND (e.g. autism, speech, language and communication, or specific learning difficulties)		✓
Knowledge and Experience		
Successful teaching experience in a primary setting	✓	
Thorough knowledge of the SEND Code of Practice, the Children and Families Act 2014 and the Equality Act 2010	✓	
Experience of identifying needs and planning effective provision using the graduated approach	✓	
Experience of working effectively with parents, carers and external agencies	✓	

Knowledge of the EHC needs assessment process and annual reviews	✓	
Experience as a SENCo or Assistant SENCo		✓
Experience of leading staff training and directing support staff		✓
Awareness of KCSIE and safeguarding responsibilities, including the additional vulnerabilities of pupils with SEND	✓	
Ability to behave in a professional manner, as set down in the Code of Conduct, including acting in strict confidence	✓	
Professional Skills and Attributes		
Being kind and respectful towards self and others	✓	
Analytical skills to use data to evaluate the impact of provision and the progress of pupils with SEND	✓	
Sympathy with the Catholic faith and the ability to support the Catholic mission of the Trust and the wider Catholic community	✓	
Commitment to uphold the seven principles of public life (the Nolan Principles) at all times	✓	
Good interpersonal skills and the ability to communicate sensitively and effectively with pupils, parents, staff and external professionals	✓	
Excellent organisational skills, with the ability to manage statutory deadlines and multiple priorities	✓	

A pragmatic, action-oriented, and outcome-focused approach with high levels of drive, energy, and integrity	✓	
Ability to work under pressure, prioritise effectively, respond to change, and work flexibly	✓	
The professional and exemplary character necessary to act as an ambassador for the school and the Trust	✓	

Application form and next steps

Application Form and Next Steps

We are committed to fostering an inclusive and diverse workforce and welcome applications from all suitably qualified candidates, regardless of background. We believe that diversity strengthens our Trust and helps us better serve our pupils, families and communities.

To apply, candidates must complete and send the application form to Shanna Davies at office@st-mary-jun.croydon.sch.uk or Sarah Fizul at sfizul4.306@lgflmail.org.

Applications must be submitted by 23:59 on Sunday 6th December 2026. We reserve the right to close this vacancy early if a suitable candidate is appointed.

