



St. Joseph's Catholic Primary School

Holloway, Malmesbury, Wiltshire, SN16 9BB

Tel: 01666 822331; Email: admin@st-josephs-malmesbury.wilts.sch.uk

Website: www.st-josephs-malmesbury.wilts.sch.uk

Employment Vacancy - Special Educational Needs Coordinator

MPS3-UPR2 (33,814—£44,870) Dependent on Experience

Fixed term contract to August 2024

A bit about us:

An exciting opportunity has arisen for you to be part of our team at St Joseph's Catholic Primary School. We are seeking to appoint an outstanding SEN practitioner with a strong commitment to safeguarding children and young people. You will need to be able to demonstrate an excellent knowledge of effective Special Educational Provision across the age range. We are looking for someone who is solution focused, resilient and passionate about securing the best outcomes for children and Young People. We aim to create a happy, healthy and secure learning environment in which all the needs of pupils are met, enabling each to reach their potential.

Academically our pupils are thriving and there is an ambitious strategic plan to meet the needs of all, "Relationships between adults and pupils are warm and nurturing. Pupils appreciate that staff know them well and care about them." OFSTED (March 2023)

If you are passionate about calmly supporting children to achieve their potential, this could be the post for you.

We welcome applicants of all and no denominations but ask that in applying and if appointed you will support the school's Catholic ethos.

All about the role:

The SENCO under the direction of the headteacher, will:

- Liaise with Local Authority officers, other schools, and external agencies including health and social care professionals
 - Provide professional guidance to staff
 - Work closely with parents and /carers Duties and Responsibilities
 - Contribute to school evaluation and the development of school priorities
 - Track individual pupil progress
 - Respond to referrals for places at St Josephs' Catholic Primary School
 - Support the smooth transition of pupils, ensuring all relevant liaison and communications are conveyed
 - Identify and support the training needs for staff with regards to target setting, assessment and the Annual Review process
 - Ensure Education, Health Care Plans (EHCPs) are updated and fit for purpose
 - Coordinate the provision laid out in EHCPs and monitor their effectiveness
 - Chair Annual Reviews
 - Work with the Designated Safeguarding Lead (DSL) to provide relevant information for Children We Care For (CWCF)
 - Maintain up-to-date knowledge of local and national initiatives that may affect the school's policy and practice
 - Prepare and review information the school is required to publish in relation to SEND
 - Contribute to the School Improvement Plan (SIP)
 - Undertake other duties that the headteacher deems appropriate in relation to this role
- Person Specification for SENCO

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Criteria Essential Desirable Qualifications and Training

Qualified Teacher Status (QTS)
National Award for SEN coordination, or a willingness to complete it within 3 years of appointment
Involvement in self-evaluation and development planning
Experience of working at a whole school level
Experience of leading INSET
Experience of setting and reviewing educational targets for children with complex Special Educational Needs
At least 3 years teaching experience
Experience of line managing staff Skills and Knowledge
Effective communication and interpersonal skills
Ability to build effective working relationships with children, young people families, carers and multi-professionals
Ability to influence, negotiate and advocate for children and young people
Ability to write high quality reports
Good analytical skills
Sound knowledge of the SEND Code of Practice
Understanding of effective teaching and learning for pupils with SEN
Data analysis skills and the ability to use data to inform provision planning
Ability to plan and evaluate interventions Personal Qualities
Excellent time management skills and ability to prioritise workload
To have high expectations of self and others
Commitment to getting the best outcomes for SEN pupils and promoting the ethos and values of the school
Commitment to equal opportunities
Ability to work under pressure and prioritise effectively
Commitment to maintain confidentiality at all times

If this is you, we can offer you:

An ideal environment to grow and develop as a SENDCo Professional, in a beautiful town on the edge of the Cotswolds where the community is at the heart of all we do;
Enthusiastic and highly motivated children, who love coming to school;
Supportive parents who want to work closely with us;
A lively and exciting place to work
A professional, friendly and dedicated team of staff and supportive Governors;
A commitment to developing you professionally.

Hours of work: Part time 0.4FTE (days to be agreed)

Contract type: Fixed term until August 2024

Find out more and apply:

For further details and an application pack and /or to book a visit to our school, please contact

Anita Druce by email: admin@st-josephs-malmesbury.wilts.sch.uk or by phone: 01666 822331.

Visits to the school are very much welcomed, please contact the school office to arrange Tel: 01666 822331

Closing date (and time): Friday 5th January 2024

Interview date: To be agreed pending applications

Commencement date: As soon as possible

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

All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.

Additional information

Visits to the school are most welcome, please contact Anita Druce in the school office to make an appointment.

Application forms and further information are available by email from admin@st-josephs-malmesbury.wilts.sch.uk or on our school website www.st-josephs-malmesbury.wilts.sch.uk

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.