

**Love God  
Work Hard  
Be Kind**



**Holy Cross**  
CATHOLIC HIGH SCHOOL

**Assistant SENDCo**



**Contract: 37 hours term time only plus five days, permanent contract**

**Start date: ASAP**

**Salary: Grade 6 Pt11-19 (£24,054 - £27,852 pro rata)**

**Closing date: 12 noon, Monday 9 October**

**Interview: Wednesday 18 October**

**We are seeking to recruit an exceptional candidate to play an active part in the whole school community. The candidate should be committed to overseeing the continued development of a culture of high expectations and standards for staff, pupils and parents with regards to the holistic education of every child including the academic, spiritual, social, cultural and moral aspects of their growth.**

Holy Cross is a Catholic High School established by the Catholic Community of the Chorley Deanery under the trusteeship of the Liverpool Archdiocese. We work in partnership with parishes and parents to provide the best possible education for our young people between the ages of 11 and 16, building on the foundations laid in Primary School and preparing for their future development at the Catholic Sixth Form College or other post-sixteen establishments, or in the world of employment and training.

**The role:**

The successful candidate will have the opportunity to grow with the school. They will be supported in their development and preparation for future roles. We will develop every staff member who joins our team, providing one-to-one support, coaching and mentoring and access to extensive network training.

**As a school, we offer:**

- A supportive leadership structure
- A warm community in which your career will flourish
- Robust effective behaviour system
- Thorough, supportive induction process
- Access to high-quality, regular professional development
- Opportunities to collaborate with colleagues across the Archdiocese and the local authority
- Continual review of working practices and staff workload

**You will:**

- Have an unwavering determination to deliver excellence for pupils from all starting points
- Share and demonstrate our school's ethos and culture
- Be committed to our ethos of high expectations for every pupil in both academic achievement and personal development
- Have the drive, skills and resilient character required to help develop our school
- Have an excellent attendance and punctuality record



**Child Protection Statement**

In this school, the welfare of the child is paramount. 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 staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of our children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

# Job Description

## Assistant SENDCo

### Responsible to:

- Headteacher, Assistant Headteacher, SENDCo

### Key Responsibilities

- To assist the SENDCo in the day-to-day running of the Learning Support Department
- To lead and contribute to a range of teaching, learning, pastoral and administrative activities within Learning Support
- To advise and support staff in specialist areas within the school and co-ordinate the work, management and development of other Teaching Assistants
- To lead and contribute to the ongoing support of SEND and Additional Needs pupils, including Children Looked After (CLA)

### Specific Assistant SENDCo Duties

- Assist with the daily running of the Routledge Centre (nurture centre)
- Complete EHCP Annual Review paperwork
- Assist with EHCP Annual Reviews
- Track SEND data and organise targeted intervention for identified pupils/groups of pupils
- Liaise with other staff and departments about SEND
- Implement and manage Pupil Passports
- Meet and liaise with parents, Local Authority representatives and specialist staff
- Attend SENDCo clusters (LCC and Chorley), under the guidance of the SENDCo
- Assist the SENDCo with monitoring and updating SEND information shared on internal school systems (SIMS and Synergy), including provision mapping
- Assist the SENDCo with Access Arrangements and J8 forms for JCQ
- Assist the Designated Teacher for CLA with all aspects of Personal Education Plans and CLA Reviews
- To deputise for the SENDCo when required
- To be responsible for ensuring that information is correct and updated for all pupils on the SEND register as directed by the SENDCo

### General Support for Pupils

- To develop positive relationships with pupils, parents and staff to assist pupil progress and attainment
- To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour
- To undertake SEND specific administrative tasks
- To monitor, record and evaluate progress in SEND interventions
- To act as a scribe or reader for pupils with access arrangements in exams, where necessary
- To supervise the Routledge Centre when required

### General Support for the School

- To utilise own strengths to advise and support other school staff in specialist areas
- To support the provision of out of school learning activities within guidelines established by the school
- To work within school policies and procedures
- To attend staff training as appropriate
- To take care of their own and other people's health and safety
- To co-ordinate the work of Level TA2
- To ensure effective communication arrangements
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work



# Person Specification

## Assistant SENDCo



To be able to share and support Holy Cross' mission and vision.

### Skills and Knowledge

- Ability to relate well to children
- Ability to work as part of a team
- Good communication skills
- Ability to relate well to parents/carers/stakeholders
- Ability to supervise and assist pupils
- Time management skills and the ability to meet tight deadlines
- Organisational skills and the ability to work in a fast-paced environment
- Knowledge of classroom roles and responsibilities
- Knowledge of the concept of confidentiality
- Administrative skills
- Knowledge of numeracy and literacy strategies
- Ability to make effective use of ICT
- Ability to assess children's development and identify gaps in learning
- Ability to plan and teach learning and intervention programmes
- Ability to organise, lead and motivate a team
- A good understanding of SEND and CLA administrative procedures
- Knowledge of the diverse nature of SEND
- Flexible attitude to work
- Ability to adapt, respond and intervene when necessary

### Experience and Qualifications

- GCSE Grade C or above in English and Maths (or equivalent) essential
- A'Levels (or equivalent)-desirable
- Experience of working with or caring for children of relevant age
- Experience of working in a relevant classroom/service environment
- Experience of administrative work-essential
- Experience of SEND specific administrative work (eg Annual Review paperwork)-desirable
- Experience of supporting pupils with challenging behaviour/special educational needs

### Professional Values

- Commitment to safeguarding and protecting the welfare of children and young people
- Commitment to equality and diversity
- Commitment to health and safety
- Commitment to attendance at work
- Commitment to undertake in-service training
- No leave is permitted in term-time unless there is a specific requirement and prior discussion has taken place

For more information about our school, please visit: [www.holycross.lancs.sch.uk](http://www.holycross.lancs.sch.uk)

For an informal discussion or to arrange a visit please contact:

Mrs E Dempsey, email: [e.dempsey@holycross.lancs.sch.uk](mailto:e.dempsey@holycross.lancs.sch.uk) or Tel: 01257 262093

Completed application forms to be returned to [vacancies@holycross.lancs.sch.uk](mailto:vacancies@holycross.lancs.sch.uk)

*This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of governance. Candidates should also refer to the most up to date Teacher Standards for the generic responsibilities of a main pay scale teacher. This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.*

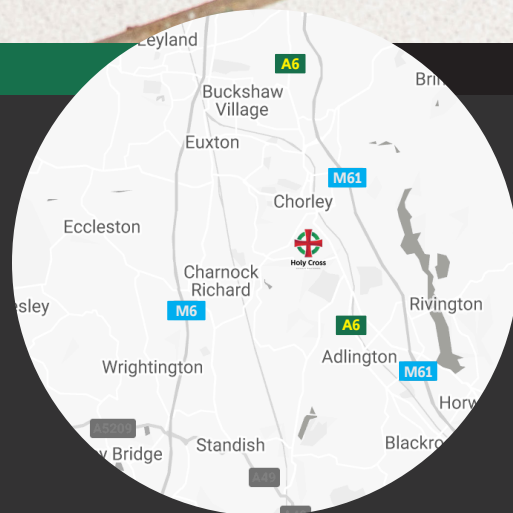
The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS disclosure.

Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on short-listed candidates.





**Holy Cross**  
CATHOLIC HIGH SCHOOL



## How to find us

**Holy Cross Catholic High School,  
Myles Standish Way, Chorley, PR7 3LS**

Conveniently situated with good transport links via the M61, M6 and A6 to Wigan, Preston, Bolton, Manchester, and mainline train station.

TELEPHONE 01257 262093

ONLINE [www.holycross.lancs.sch.uk](http://www.holycross.lancs.sch.uk)

E-MAIL [vacancies@holycross.lancs.sch.uk](mailto:vacancies@holycross.lancs.sch.uk)

TWITTER @holycrossschorl