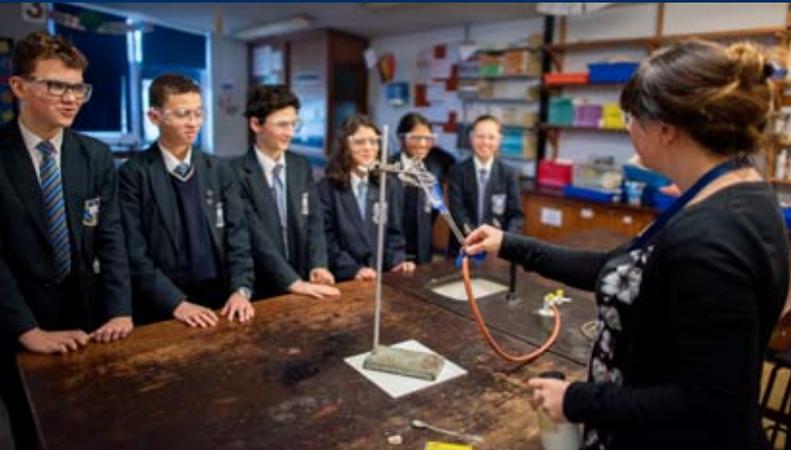


# ST JAMES'

CATHOLIC HIGH SCHOOL



## Director of the SEND Faculty (SENCO)

Candidate Information | May 2019



# A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2017) located in Stockport, South of Manchester. Our school is made up of 800 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school.

St James' is a highly academic performing school. Recently our Catholic community has achieved:

- **Impressive positive progress 8 scores** for the previous three years
- In 2018, **48% of students achieved at least a grade 5 in English & Maths** while **70% of students achieved a grade 4** in these subjects
- **77 grade 9s in 2018** demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open subjects and the humanities placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is to strive for excellence whilst keeping our Catholic roots at the centre of everything we do. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, or would like to arrange a visit please contact Michelle McCumesky, Leadership group secretary on 0161 482 6900 or at [m.mccumesky@stjamescheadle.co.uk](mailto:m.mccumesky@stjamescheadle.co.uk)

**Anthony Pontifex**  
Headteacher



Governors seek the following appointment for September 2019

# Director of the SEND Faculty (SENCO) (Full Time and permanent) MPS/UPS + TLR1B

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential,  
to encourage learning and development through **faith**,  
and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2017, with "Outstanding" Outcomes for Pupils

The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school

The governors of the school wish to appoint an outstanding, dynamic and visionary leader to take our SEND Faculty to the next level

**Closing Date: Thursday 16th May 12 noon**

**Interviews: to be confirmed**

Please note a current CES application form (version 13) must be completed for this post – CVs will not be accepted. Forms can be emailed to [m.mccumesky@stjamesheadle.co.uk](mailto:m.mccumesky@stjamesheadle.co.uk)

Please note the deadline for applications is 12 noon on Thursday 16th May

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



# Director of the SEND Faculty (SENCO)

## School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

## Purpose

- To lead the development of teaching and learning for SEND students across the school
- To have overall responsibility for determining the strategic vision and development of SEND provision across the school
- To have day-to-day responsibility for the coordination of SEND provision to support individual pupils
- Monitor, evaluate and review the curriculum delivered to pupils ensuring it meets their needs, deepens their learning and leads to outstanding outcomes
- To inspire and engage staff and pupils in the vision for the school

## Leading Achievement

- Be accountable for outcomes for SEND students across the school
- Line manage teaching assistants holding them to account for effectiveness by providing challenge and support
- Ensure effective strategies are in place to enable all pupils to make good progress
- Track SEND student achievement regularly across the school, transforming data into action
- Lead on intervention for SEND students ensuring all groups of pupils make good progress

## Leading Curriculum

- Quality assure the curriculum offer for SEND students ensuring it is fit for purpose
- Ensure best practice is researched and shared in relation to highly effective SEND curricula

## Leading Teaching and Learning

- To articulate and secure high expectations for yourself and all staff for quality teaching and learning for SEND students
- To role model effective practices with regard to planning to meet the needs of all learners, delivery of engaging lessons, frequent and accurate assessment and feedback, and intervention
- To line manage and appraise all members of the SEND team to ensure that the quality of provision is routinely monitored by various means

## Leading School Ethos and Culture

- Ensure that the school's vision is clearly and effectively articulated, shared and acted upon by all members who teach SEND students
- Promote the school's ethos and culture to the broader community

## Developing self and working with others

- Treat pupils, staff and parents fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Celebrate the achievements of individuals and the SEND faculty
- Manage own workload and that of others to allow an appropriate work/life balance
- Regularly review own practice, set personal targets and take responsibility for own personal development
- Engage in research around current educational initiatives including government policies in areas commensurate with the post

## Securing Accountability

- Develop a faculty ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood, agreed and are subject to rigorous review and evaluation
- Provide the Headteacher and Governing Board with key information required as part of a line management process
- Make a significant contribution to faculty self-evaluation and the completion of the faculty improvement plan

## Other Specific Duties

All Teaching Staff are expected to meet the relevant Professional Standards for Teachers in addition to the job description detailed above

Many specific responsibilities will require collaborative working with other team members which the Director of Faculty for SEND will develop proactively

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The post holder will be expected to comply with all reasonable requests from any manager to undertake work of a similar level that is not specified in their job description



# Director of the SEND Faculty (SENCO)

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
<b>Training and Qualification</b>				
Qualified teacher status	✓		✓	
Graduate qualification	✓		✓	
National SENCO Qualification		✓	✓	
Commitment to complete the National Award for SEN Co-ordination if not already held	✓		✓	✓
<b>Experience</b>				
Proven track record of highly effective teaching and excellent outcomes	✓		✓	✓
Development of good working relationships with parents or carers, and other stakeholders	✓		✓	✓
Experience of using data to track and monitor the progress of students	✓		✓	✓
Understanding of current trends in education both locally and nationally	✓		✓	✓
Experience of being involved in school wide systems e.g. Quality Assurance of teaching, learning and assessment, department self-evaluation and improvement planning		✓	✓	✓
<b>Professional Knowledge</b>				
Understanding of the role of the SENCO	✓		✓	✓
Understanding of effective progress monitoring and intervention strategies	✓			✓
Competence in the use of ICT relevant to the post	✓			✓
Knowledge of effective strategies for supporting staff to improve teaching and learning	✓		✓	✓
Effectively analyse, prioritise and action plan	✓			✓
Knowledge of the distinctive nature of a Catholic school	✓		✓	✓
<b>Personal skills and qualities</b>				
An inspiring and highly skilled classroom teacher who models exemplary practice to all members of the school community.	✓		✓	✓
A vision for high quality inclusive Education at St James' Catholic High School	✓			✓
Willingness to accept the demands and challenges of the post and respond in a flexible and approachable manner	✓		✓	✓
Able to work under pressure and manage own workload and commitments through excellent time management skills	✓			✓
Practising Catholic		✓	✓	✓
Excellent communication skills	✓		✓	✓
Sense of humour	✓			✓
A desire to develop & inspire others	✓			✓

# Contact

**MICHELLE McCUMESKY**

Leadership group secretary

0161 482 6900

[m.mccumesky@stjamescheadle.co.uk](mailto:m.mccumesky@stjamescheadle.co.uk)

[www.stjamescheadle.co.uk](http://www.stjamescheadle.co.uk)

St James' Catholic High School

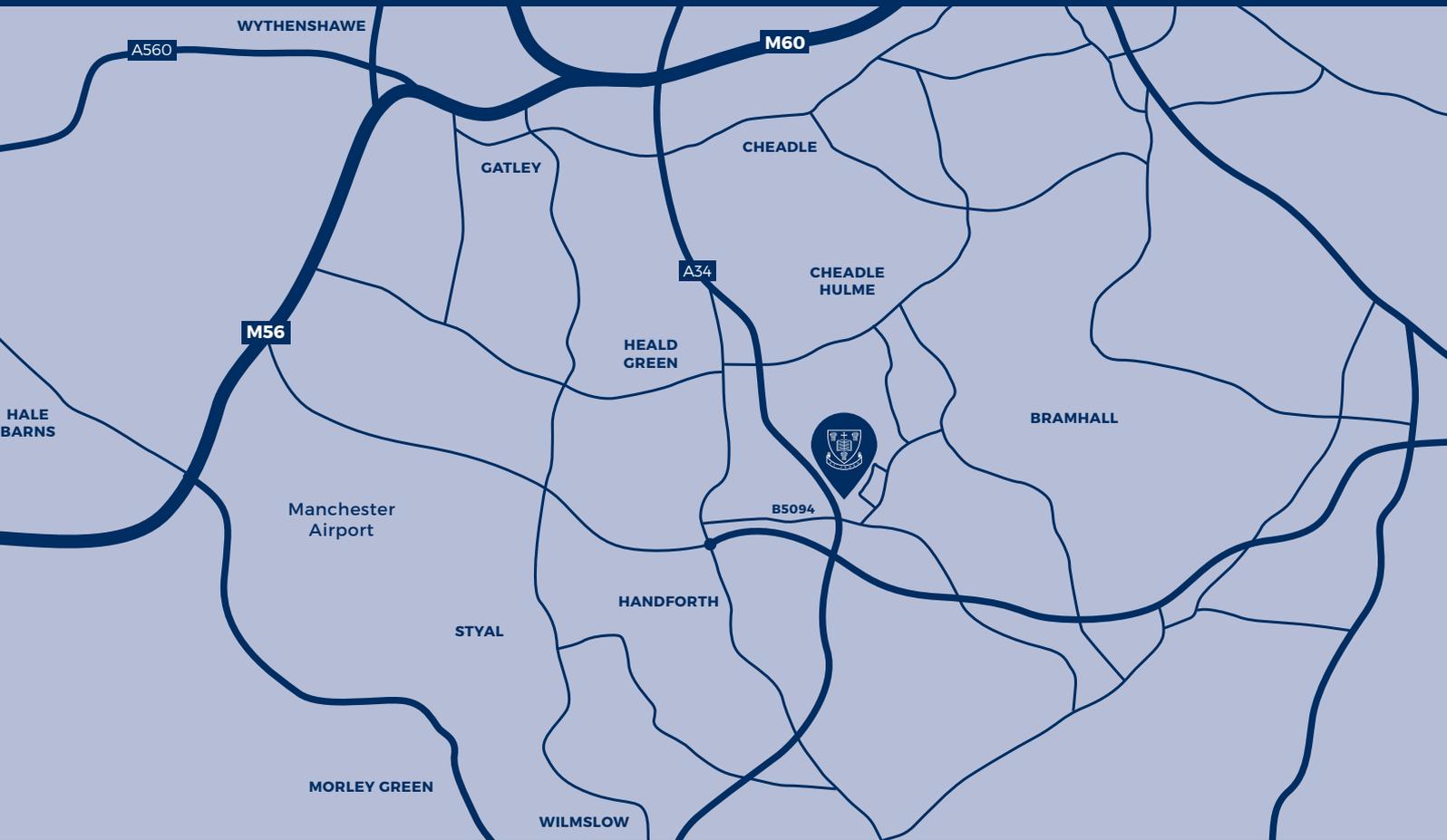
St James' Way

Cheadle Hulme

Cheadle

Cheshire

SK8 6PZ



**ST JAMES'**  
CATHOLIC HIGH SCHOOL

With God all things are possible

Matthew 19:26