

Our Lady's Catholic High School



Application Pack

SENDCO





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Our Lady's Catholic High School



Headteacher – Richard Charnock

Thank you for your interest in the position of SENDCO at Our Lady's Catholic High School.

We are seeking to appoint from January 2025, a well-qualified, enthusiastic SENCO to join a strong and supportive department. The department is well-resourced and benefits from the support of a dedicated team. The role is suitable for experienced colleagues with a SENCO qualification or the willingness to work towards. This role does not have a teaching timetable but will lead some small group work with SEND pupils.

Our Lady's Catholic High School is a highly successful oversubscribed 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north of Preston. We have an excellent reputation and are consistently ranked as a high performing school. We place an emphasis on helping each child reach their full potential and provide a safe, loving environment where our pupils can grow and develop to become One of Ours.

Behaviour and relationships in our school are very strong and all of teachers use our highly respected and successful system for managing behaviour and relationships called 'Behaviour 4 Learning'. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life.

Potential candidates are very welcome to visit our school and see for themselves our wonderful pupils and staff. Should you wish to visit please contact Pam Stott using the details on the final page.

We look forward to receiving your application.

Yours sincerely,

R. Charnock



Our Lady's Catholic High School



School information for candidates

Introduction

Our Lady's Catholic High School is a highly successful, oversubscribed, 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north and west of Preston. As a Voluntary Aided high school, we are part of the Catholic Diocese of Lancaster. The Rt Rev. Paul Swarbrick is our Bishop.

History of Our Lady's Catholic High School

Our school was founded in 1988 as the result of a lengthy consultation process within the Diocese of Lancaster. The then five Catholic secondary schools were reduced to three. The two schools which amalgamated to form Our Lady's were: St Edmund Campion in Lea and St Cuthbert Mayne, which already occupied the current site of Our Lady's in Fulwood. Our school's identity is very much defined by the parishes and the ten primary schools which form our family, and these have ensured a clear continuity from the two former high schools.

Our Ethos and Mission

Our Lady's is first and foremost a Catholic School. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognises the unique value of each individual.

Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community.

Core Principles

Everyone at Our Lady's has the right to:

Develop their faith in a supportive context

At Our Lady's this means we remain true to the teachings of the Holy Catholic Church while respecting the traditions of all faiths. We look to support all people in developing a love of God and their fellow people both within and outside of our school community

Work and learn to the best of their abilities

At Our Lady's this means that pupils should be well prepared for lessons by bringing the correct books and equipment. In class pupils should help others to learn by trying hard, listening well and being aware of the learning needs of others. Staff should be well prepared by planning appropriate, challenging lessons and providing regular feedback on progress. Everyone should value their gifts given by God and contribute to the life of our school

Be treated with respect at all times

At Our Lady's this means that we should speak in a way that supports others and helps each individual to grow and feel a welcome part of our school community. Opportunities, help and support will be given to all pupils and staff regardless of their gender, faith, race or background.

Feel safe

At Our Lady's this means that disagreement should always be resolved through discussion. The behaviour of everyone should contribute toward creating a calm and peaceful community. People who have worries about bullying behaviour should be taken seriously, their concerns investigated and appropriate action taken. Everyone should look out for others and report any concerns.

Our Pupils

Our catchment has remained very stable for many, many years. There are insufficient Catholic pupils in our family of Catholic primary schools to fill our 180 places. Hence, we offer about 40 places to pupils of other faiths. In recent years we have been very heavily oversubscribed with around 240 first place choices for our 180 places and well over 700 applications overall. We therefore have a wonderfully diverse population with strong numbers of Muslim, Hindu and Sikh pupils and a variety of other Christian faiths. Our percentage of baptised Catholics is about 75%. None of our families ask for their children to opt out of any of our collective worship programme as they are all 'One of ours'. There is no academic selection of any kind nor social selection based on number of church attendances. Some of our wards are affluent and others are very disadvantaged indeed. We serve the absolute range of society with our overall population skewed slightly to more advantaged.

*"Students are focused,
mature, confident... friendly and happy"*
LANCASHIRE SCHOOL ADVISER

Catholic Teaching Alliance

In 2014 we were awarded the status of National Teaching School. Our plan was to create the Catholic Teaching Alliance (CTA), an association of Catholic schools, mostly within the Diocese of Lancaster, where the Catholic teachers and educational leaders of the future are trained. In part, this was a response to one of our objectives from our 2012 Ofsted report which was to 'Share more widely outstanding practice evident in school, for the benefit of students and teachers, including the use of digital technology to aid learning.' It was also an expression of our belief in working in partnership with other schools for the greater good of Catholic education and to develop succession planning. The core business of the CTA is initial teacher training which we do in partnership with the University of Cumbria. The CTA base is here at Our Lady's in the Training Centre, a bespoke building from which both administration and many taught elements take place. To date we have trained approaching 350 people as potential teachers within our Catholic schools.

In 2021 the government changed the Teaching School system to one that is led by far fewer Teaching School Hubs. We chose not to apply to be a Teaching Hub, but the work of the CTA continues with strength with over 350 teachers trained by us.

Abacus Maths Hub

In 2018, following a competitive selection process, we became a pilot Maths Hub school with a view to becoming a lead school of a Maths Hub two years later. At the end of the first year of the pilot we were asked to become the joint lead school with Cardinal Newman College and so was created the Maths Hub, Abacus North West which serves over 600 schools. Cardinal Newman College is the outstanding Catholic VI Form college in Preston and the significant majority of our pupils progress there.

Behaviour & Relationships

We are very proactive about bullying and discrimination of any kind. We teach about such matters in our Personal Development programme; we research regularly with our pupils and staff to discover instances and we deal robustly with all examples.

Behaviour and relationships in our school are outstanding. Our teachers use our highly respected and successful system for managing behaviour and relationships called, 'Behaviour 4 Learning'. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life. Our reward system is valued greatly as exemplified by how our pupils, from years 7 to 11, all wear their badges every day on their school jumper with pride. Our uniform is simple, affordable and is worn consistently by everyone. When you put on our uniform, you put on our school, because you are One of Ours.

"Behaviour is consistently outstanding"
LANCASHIRE SCHOOL ADVISOR



Information about the Learning Support Team

At Our Lady's Catholic High School, our Learning Support Department is committed to providing tailored, individualised support for each pupil, ensuring their unique needs are met. Our experienced and dedicated Support Team receives continuous professional development to stay at the forefront of educational best practices.

We work in close partnership with school staff, parents/carers, and external agencies to create a supportive and collaborative environment, ensuring that every student receives the care and guidance they need to thrive. Our intervention programmes, delivered both in and out of the classroom, are designed to enhance classroom learning while addressing specific student needs.

Our newly designed Learning Support Hub provides a modern space for both administrative work and targeted interventions, fostering a focused and supportive environment for our team and students alike. The department includes an Assistant SENDCO/Learning Support Manager, a SEN Senior Key Worker, a Learning Support Administrative Assistant, and five Learning Support Teaching Assistants.



Job Description

OUR LADY'S CATHOLIC HIGH SCHOOL

Job Description SENCO (non-teaching)

Responsible To:	Assistant Head
Responsible For:	Assistant SENDCO and Learning Support Team
Work hours:	Full-time teaching hours
Salary:	MPR/UPS TLR 1.2

Overall purpose of the job

This is a non-teaching SENCO role, managing the SEND provision for pupils identified as having Special Educational Needs or Disabilities (SEND) including the day-to-day operations. Whilst not having a teaching timetable, the role would include some small group work sessions with SEND pupils.

Main Duties and Responsibilities:

- Maintain an accurate and up to date SEND register
- Provide guidance to colleagues on teaching pupils with SEN or a disability and advise on the graduated approach to SEN support
- Advise on the use of the school's budget and other resources to meet pupils' needs effectively
- Be aware of the provision in the local offer
- Work with other schools, educational psychologists, health and social care professionals and other external agencies.
- Analyse assessment data for pupils with SEN or a disability
- Implement and lead intervention groups for pupils with SEN and evaluate their effectiveness
- Identify a pupil's SEN
- Coordinate provision that meets the pupil's needs and monitor its effectiveness
- Secure relevant services for the pupil
- Ensure records are maintained and kept up to date
- Review the education, health and care plan (EHCP) with parents or carers and the pupil
- Communicate regularly with parents or carers
- Ensure if the pupil transfers to another school all relevant information is conveyed to it and support a smooth transition for the pupil
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities

- Work with the designated teacher for looked-after children, where a looked-after pupil has SEN or a disability
- Attend meetings with parents, pupils, staff and external agencies
- Work with the Head, SLT and Governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Prepare and review information the school is required to publish, including writing reports as necessary
- Effectively contribute to the school improvement plan and whole-school policy
- Identify training needs for staff and how to meet these needs, including leading on relevant training sessions and INSET for staff
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupil SEN or a disability
- Coordinate and teach the Life Skills small group session programme

Generic Responsibilities

- All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.
- All staff must know about their roles and responsibilities under the terms of the school's Safeguarding Policy, health and safety, data protection and confidentiality policies and report any concerns to the appropriate senior member of staff.
- Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.
- All staff must know what to do in the event of the fire alarm and lock-down procedures.
- All staff have a responsibility to report potential, or actual health and safety issues, to the school's health and safety officer.
- All staff are required to follow all agreed school policies and procedures.
- Staff should at all times set an example of personal integrity and professionalism.
- Staff should be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Staff should uphold the school ethos, aims and contribute to the development and achievement of the school's strategic and development plans.
- Staff should be willing to work as part of a team, appreciating and supporting the role of other people within the team.
- Staff should attend and participate in meetings as required.

This job description lists the major duties and requirements of the job. 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. The post holder may be expected to perform other such duties under the direction of the Headteacher.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document.

Person Specification

Qualifications	<ul style="list-style-type: none"> • QTS qualified • Specific qualification(s) related to SEND or the willingness to undertake a SENCO qualification • Level 7 access arrangements qualification, or willingness to obtain such a qualification • First Aid qualification or willingness to obtain such a qualification
Experience	<ul style="list-style-type: none"> • Experience of working with a range of pupils with Special Educational Needs across key stages and transition • Experience of behaviour management techniques for groups and individuals with SEND • Experience of making reasonable adjustments within a mainstream setting in order to meet pupil needs and supporting staff with these • Line management experience, including effective delegation and coaching/developing others, and building and leading effective teams, including experience of managing staff performance and attendance
Knowledge & Understanding	<p>The SENCO should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • The SEN Code of Conduct and its practical application • The EHCP process and the evidence needed • Behaviour management techniques for groups and individuals • Familiarity with a range of Special Educational Needs • Good understanding of curriculum and pedagogical issues related to extending pupil performance and the development of thinking skills • Good understanding of factors promoting effective transfer of learners from one phase of education to the next • Good understanding of the principles behind school improvement including school improvement planning, monitoring, review and evaluation of progress
Skills	<p>The SENCO will be able to:</p> <ul style="list-style-type: none"> • Make consistent judgements based on careful analysis of available evidence • Good communication skills, both written and oral • Good presentation skills with the ability to enthuse and motivate others • Good organisation skills • Good influencing and negotiation skills. • Empathise with the difficulties of SEN pupils in accessing the curriculum • Organise and sustain systematic support from a variety of providers for a range of SEN
Personal Attributes	<ul style="list-style-type: none"> • Willingness to share expertise, skills and knowledge • Ability to lead by example and gain buy in from colleagues • Commitment to team working • Willingness to address challenging issues with clarity of purpose and diplomacy • Excellent communication • Resilience • Calm under pressure

Our Lady's Catholic High School



How to apply

The process

Application

If you wish to apply, please email your completed application form to Pam Stott, Headteacher's PA, at ptt@olchs.lancs.sch.uk or alternatively post your completed forms and address to Pam Stott, Headteacher's PA, Our Lady's Catholic High school, St Anthony's Drive, Fulwood, Preston PR2 3SQ. Please note that only Catholic Education Service application forms will be accepted and that you should not enclose a Curriculum Vitae.

Please use the CES application form from the school website.

For your **supporting statement**, we ask that you complete this as a **separate document** rather than completing the section in the CES form.

Your supporting statement should **be no more than two sides** in length using font **size 11** Calibri / Arial.

Please include:

- your own educational philosophy, informed by experience, of how we help pupils with SEND develop;
- evidence of the impact of your leadership shown in your teaching career so far;
- details of any recent innovation for which you may have been responsible;
- the skills, principles, and values that you would bring to lead, monitor, and hold to account one of the largest teams in our school.

School visit

Prospective candidates are welcome to visit the school to see for themselves the high standards that we expect of both pupils and staff. If this is what you wish to do, please contact Pam Stott, Headteacher's PA, at ptt@olchs.lancs.sch.uk

Closing date

Please ensure that your completed application form arrives by **10th October 2024 at 12 noon**.

Shortlisting

Shortlisting for the post will take place shortly after this date. Shortlisted candidates will be informed by telephone and details of the selection process will then be sent out by email. If you have not been shortlisted, we will inform you of this in writing shortly after the appointment has been made.

Selection process

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed.

Our Lady's Catholic High school is committed to safeguarding and promoting the welfare of the children and young people, and we expect all staff and volunteers to share this commitment.



Summary

Type of School	Secondary Voluntary Aided
Denomination	Catholic
Age Range	11 – 16
Number of Pupils	903
Number of Teaching Staff	53 FTE
Number of Support Staff	51.5 FTE
Start Date	Monday 6, January 2025
Salary Range	Main scale plus TLR 1c (£11,410)
Visits to school	email ptt@olchs.lancs.sch.uk to arrange
Closing Date for Applications	10th October 2024 at 12 noon