

Dear Applicant

On behalf of the Board of Directors for The Romero Catholic Academy, we would like to thank you for your interest in the post of SEND Coordinator within our Multi Academy Company.

The closing date for receipt of applications is via email to HR at [hr@romero.coventry.sch.uk](mailto:hr@romero.coventry.sch.uk) by 10<sup>th</sup> March 2020 at 9am. Interview and Observation date TBC.

This letter is intended to help you complete the application form. Please read it carefully before the completion of your application form. If you have any difficulties, please contact HR at [hr@romero.coventry.sch.uk](mailto:hr@romero.coventry.sch.uk).

The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the job. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

**Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.**

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. *However, we guarantee to interview all disabled applicants who meet the Essential Criteria.*

We are unable to accept CVs so please do not attach your CV, references, or copies of educational certificates to your form. If there is insufficient room on the form in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question.

The 'Relevant skills & experience' section of the form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - **tell us everything relevant to your application and complete all the sections on the form.**





### **Data Protection**

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Romero Academy reserve the right to check the validity and accuracy of your application if successful.

### **Equal Opportunities**

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

### **Work Permits**

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

### **DBS Checks**

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

**PLEASE NOTE** We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time.

We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

A summary copy is included for your information.

**Patrick Taggart**  
**Academy Business Director**





**The Romero Catholic Academy**  
Nurturing the Talent of Tomorrow

The Romero Multi Academy Company  
“Securing 3-19 Catholic Education in Coventry”

“This is what we do:  
We plant the seeds that one day will grow.

We water seeds already planted, knowing that they hold future promise.

We lay foundations that will need further development.

We provide yeast that produces far beyond our capabilities.”



Each school retains its own unique ethos and mission recognising the local community it serves. However, our unified Mission states that,

*“We are a Christ-centred Communities dedicated to faith formation, academic excellence and individual growth for our young people, all rooted in the Gospel message of Jesus Christ.”*

## OUR SCHOOLS

The following schools are within The Romero Catholic Academy: -

**Secondary School: - Cardinal Wiseman Catholic School**

**Primary Schools:**

- Corpus Christi Catholic Primary School**
- Good Shepherd Catholic Primary School**
- Sacred Heart Catholic Primary School**
- St Gregory Catholic Primary School#**
- St John Fisher Catholic Primary School**
- St Patrick Catholic Primary School**
- SS Peter and Paul Catholic Primary School**



**The Romero Catholic Academy**

c/o Cardinal Wiseman Catholic School, Potters Green Road, Coventry, CV2 2AJ

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## The Romero Catholic Academy

### Job Description for SEND Coordinator across Romero Schools

<b>Grade:</b>	Teacher TMS or UPS plus TLR2b, £2,721 per annum, paid pro rata
<b>Hours:</b>	Part time, 10 or 15 hours per week
<b>Start:</b>	April 2020
<b>Contract type:</b>	1-year fixed term contract, starting Easter 2020 (or earlier if possible)

This appointment is with the Board of Directors of the Academy. The post-holder will, by personal example, promote the Catholic ethos and Mission of the school, ensuring that it permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Catholic Senior Executive Leader and the Post-holder. It will be reviewed annually.

#### Core Purpose

The SEND Coordinator, working across schools within the Romero MAC is a new role for the Romero Catholic Academy. This is an exciting opportunity to shape the direction of SEND provision within the Academy.

With the support of the CSEL and Principals, to take responsibility for the day to day coordination and operation of provision made by the school for pupils with special educational needs, disability or a medical condition.

#### Overall Responsibilities

1. To lead, manage, develop, and maintain high quality SEND provision which enables quality teaching, excellent learning outcomes and success for all pupils
2. To be responsible for the day-to-day operation of the SEND policy
3. To model effective teaching as required, to coach and train colleagues across the school
4. To keep all aspects of paperwork including records and policies, up-to-date and actioned, as appropriate
5. To lead, manage and organise or train staff in relation to Thrive



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### Strategic direction and development of SEND provision

6. Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum
7. Support all staff in understanding the needs of SEND pupils
8. Ensure SEND local offer (information report) is current and publicised for all stakeholders on an annual basis
9. Ensure SEND Policy is reviewed, reflects current practice and is publicised for all stakeholders on an annual basis
10. Ensure understanding of the SEN Code of Practice, and implementation of the graduated approach to providing SEN support
11. Devise and promote plans to ensure the needs of pupils with SEND are met and they are reflected in the school development plan
12. Regularly monitor progress against targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements
13. Participate in Pupil Progress Meetings
14. Share information and updates with named Local Academy Members on a regular basis for each school.
15. Analyse and interpret relevant school, local and national information relating to pupils with SEND and advise the Head teacher on the level of resources required to maximise achievement
16. Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of educational provision for pupils with SEND
17. Develop partnerships with parents to ensure their views are considered and acted upon appropriately
18. Ensure pupils with SEND are enabled to share their views and these are acted upon appropriately
19. Ensure all appropriate funding streams are accessed to support pupils with SEND
20. If required, to chair annual reviews, case conferences and meetings effectively
21. Oversee, and co-ordinate, pastoral support for pupils, as required

### Safeguarding

22. Act as a point of reference and advice on Safeguarding matters
23. Undertake regular Safeguarding training and updates
24. Support the Principal with Safeguarding Training and Induction
25. Meet regularly with the CSEL or Principals on Safeguarding issues

### Teaching and learning

26. Support the identification of and disseminate the most effective teaching approaches for pupils with SEND



27. Collect and interpret specialist assessment data on SEND to inform practice
28. Work with pupils, class teacher, Year Group Leaders and Leadership Team to ensure realistic and challenging expectations of pupils with SEND
29. Monitor the use of resources, teaching activities and target setting and develop and maintain a recording system for progress of pupils with SEND
30. To lead and organise the training of Thrive across schools

### **Leading and managing staff**

31. Achieve constructive working relationships with Class Teachers, Teaching Assistants and the Learning Support Assistants to review the needs, progress and targets of pupils with SEND
32. Provide regular information to Senior Leadership Team (SLT) and Local Academy Committee on the effectiveness of SEND provision and outcomes
33. Carry out Performance Management of Teaching Assistants where necessary
34. Work with the CSEL and Principals to ensure the Academy meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
35. Advise and contribute to all aspects of SEND training to ensure the professional development of staff
36. Liaise with the relevant Teacher and external agencies where a looked after pupil in the school has SEND

### **Managing own performance and development**

37. Demonstrate resilience and resourcefulness
38. Hold or be willing to undertake training for the National SEN Qualification
39. Maintain own wider professional network
40. Take responsibility for own professional development
41. Participate in the school's appraisal and professional development scheme, ensuring that objectives are set and met within the agreed timescale
42. Think creatively and imaginatively to anticipate and solve problems and identify opportunities

### **Use of Resources**

43. Identify appropriate resources to promote and support the achievements of SEND children and ensure they are used efficiently, effectively and safely
44. Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively

### **Additional responsibilities and general requirements – to:**

45. Undertake any professional duties commensurate with the grade of the post, reasonably delegated to by the CSEL and Principals
46. Uphold the values and Catholic of the Romero Catholic Academy



47. Demonstrate commitment to equal opportunities for all in the school community, opposing strongly any form of discrimination
48. Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy's Equal Opportunities Policy.  
Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)





# The Romero Catholic Academy

## Person Specification for SEND Coordinator working across Romero Schools

	Essential	Desirable	Evidence
<b>Qualifications/Education:</b>			
Qualified Teacher Status	✓		A
National SENCO Qualification (or willingness to study for this)	✓		A
Evidence of continuous INSET with particular reference to Special Educational Needs (SEND) and Safeguarding issues e.g. Prevent		✓	A
Thrive Trainer/Practitioner		✓	A
<b>Knowledge, Skills &amp; Experience:</b>			
Qualified teacher with at least four years' experience in the primary sector	✓		AI
Evidence of continuing professional development	✓		AI
Experience of leading a team of teachers on the curriculum initiative	✓		AI
Experience of training other teachers	✓		AI
Experience of working alongside other teachers in the development and learning	✓		AI
Experience of setting targets and monitoring, evaluating and recording progress	✓		AI
Experience of Safeguarding issues	✓		AI
Experience of teaching the whole primary age range dealing with a range of SEN		✓	AI
The SEN Code of Practice and its practical application	✓		AI
The EHCP process and the evidence needed	✓		AI
Behaviour management techniques for groups and individuals	✓		AI
Good understanding of curriculum and pedagogical issues related to extending pupil performance and the development of thinking skills	✓		AI
Good understanding of all aspects of Safeguarding	✓		AI
Good understanding of factors promoting effective transfer of learners from one phase of education to the next	✓		AI
Good understanding of the principles behind school improvement including school improvement planning, monitoring, review and evaluation of progress	✓		AI
Using comparative information about attainment		✓	AI
The funding support mechanism for SEND		✓	AI
The roles and responsibilities of educational psychologists and of learning and behaviour support services		✓	AI



Pastoral support plans		✓	AI
An understanding of the broader and primary context and Government initiatives to raise achievement		✓	AI
Good understanding of the principles behind project management including planning, monitoring, review and evaluation progress		✓	AI
Empathise with the challenges of SEND pupils in the classroom	✓		AI
Organise and sustain systematic support from a variety of providers for a range of SEND	✓		AI
Manage the co-ordination of Learning Support Assistants in support of SEND pupils	✓		AI
Advise and motivate teaching staff with SEND initiatives	✓		AI
Present clearly a wide range of specialised information to both educationalists and non-educationalists	✓		AI
Make consistent judgements based on careful analysis of available evidence	✓		AI
Excellent classroom practitioner	✓		AI
Good communication skills, both written and oral	✓		AI
Good presentation skills with the ability to enthuse and motivate others	✓		AI
Good organisation skills	✓		AI
Confident in the use of information and communication technology.		✓	AI
Good influencing and negotiation skills		✓	
<b>Personal Qualities:</b>			
Willingness to share expertise, skills and knowledge	✓		AI
Sensitivity to the aspirations, needs and self-esteem of others	✓		AI
Commitment to team working	✓		AI
Willingness to address challenging issues with clarity of purpose and diplomacy	✓		AI
Preparedness to attend national and regional venues for meetings and training sessions		✓	

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy's Equal Opportunities Policy. Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

