

ST. MARK'S CATHOLIC SCHOOL



SPECIAL EDUCATIONAL NEEDS AND DISABILITIES CO-ORDINATOR RECRUITMENT PACK


Ofsted
Outstanding



HEADTEACHER'S WELCOME

Thank you for your interest in the current vacancies at St. Mark's Catholic School.

St. Mark's is recognised as being one of the top non-selective secondary schools in the country and in our recent Ofsted Inspection (September 2022) we achieved 'outstanding' in every category.

St. Mark's enjoys an outstanding reputation for academic achievement based on a consistent record of excellent examination results. We are proud of the exceptional progress that our pupils make, and we are committed to the pursuit of excellence in teaching and learning throughout the curriculum. Our staff are central to the success of the school. They are experienced, highly skilled, and professional.

St. Mark's is a truly inclusive community, and we celebrate our pupils' achievements, together with providing outstanding pastoral support. Our students have an excellent work ethic, are polite and respectful. We expect all pupils to work hard, to show respect and courtesy for others and to take pride in their appearance. The continuing success of St. Mark's School is based on a positive partnership between parents, and they are overwhelming supportive of the school and appreciate the commitment of staff.

Our thriving Sixth Form greatly enhances the character of the school. Most of our Year 11 pupils continue their Sixth Form studies with us, and this is a testament to the very positive pupil-teacher relationships which are established at St. Mark's. The curriculum is challenging and enriching, and the excellent results achieved by our pupils enables them to access some of the best universities including Oxbridge. We also equip them with the skills and confidence to make a positive difference in their local communities and in the wider world, and the Faith in Action programme is an important element of our Sixth Form provision.

Academic standards and aspirations are high, but we also offer pupils the opportunity to participate in a wide variety of extra-curricular activities which develop their unique gifts and talents, together with their self-esteem and positive relationships. I encourage you to read our school newsletter 'Veritas' to discover the wide range of opportunities available to our pupils and browse our website to gain a greater insight into our school community.

If you have any questions about the post or the school, please do not hesitate to contact us. I hope that you pursue this opportunity to work at St. Mark's. We would be delighted to receive an application from you.



Andrea Waugh-Lucas
Headteacher

A DISTINCTIVE AND INCLUSIVE CATHOLIC COMMUNITY

St. Mark's Mission Statement

'Committed to putting our faith into action and embracing excellence in all that we do'.

St Mark's is a Catholic community inspired by Gospel values where relationships are rooted in love. At the heart of our mission is a commitment to live out our faith and a dedication to embrace excellence in all that we do. We believe in education that instils possibilities, transforms lives and enables all to fulfil their potential.

We take pride in our core values which underpin everything that we do:

1. St. Mark's is a loving and joyful Catholic community centred around a love of God, and the person of Jesus Christ, whose values and attitudes inspire us to live out our faith in action.
2. Our unwavering dedication to academic excellence enables all students to make outstanding progress and have the best possible opportunities in life.
3. We strive for all members of our community to fulfil their God-given potential and to develop skills, abilities and attitudes that enable them to transform society and bring about a better world.
4. Exceptional relationships enable us to achieve success in all we do, and we nurture compassion and understanding, helping one another to develop the confidence to thrive and be the best that they can be.
5. We are a diverse and inclusive community, and we show love, care, and respect for each other as equal and valued members of our community and children of God.
6. We ensure students are at the heart of everything we do, and we are committed to their spiritual, intellectual, moral, cultural, and social development.
7. We have a clear and shared vision of the different attributes we want a St Mark's student to demonstrate: Strength, Teamwork, Mission, Ambition, Respect, Knowledge and we celebrate and reward our students for displaying them.
8. We work closely with parents to help our students develop clear moral principles which will guide them throughout their lives.
9. We support the spiritual development of staff and students through prayer, reflection and collective worship, and provide opportunities for all to respond to the challenges of Catholic Social Teaching.
10. We are dedicated to providing all students with inspirational learning experiences, through our own passion for life-long learning that extends beyond school.

St. Mark's is an inclusive community, and we welcome members of staff from all faiths or no faith. This diversity enriches our school community. We seek to develop and utilise the gifts and talents of all staff and students, and we are committed to equal opportunities.

COMMITTED TO EXCELLENCE

Our School Improvement Plan is set firmly within the context of our Mission Statement, and it includes the key areas which will be further developed as we continue to pursue excellence in all that we do. There are 6 key aims that will form the basis of the annual School Improvement Plans over the next three years:

1. To provide a distinctive and all-inclusive Catholic education that demonstrates our commitment to Catholic Social Teaching.
2. To ensure that all students make excellent progress from KS2 to KS4 due to high-quality teaching, learning and assessment across the curriculum.
3. To provide outstanding pastoral care, within a safe and secure environment.
4. To ensure that St. Mark's students flourish as a result of effective provision for personal development.
5. To further develop the Sixth Form as a centre of excellence.
6. To ensure that leaders at all levels contribute to the outstanding education at St. Mark's.



“Pupils thrive at this school. Leaders are ambitious for all pupils and they are determined that all pupils will be given the opportunities they need to succeed. Behaviour in lessons and around the school is exemplary, and pupils show high levels of respect to each other, to staff and to visitors. The work of the school is held in high regard by others, and leaders share their practice with other schools in the trust and in the diocese.”

Ofsted Outstanding September 2022

WORKING AT ST. MARK'S

St. Mark's will provide you with the opportunity to:

- Work in one of the top non-selective schools in the country. In 2024 our Progress 8 at GCSE was 1.35, resulting in St Mark's being ranked the 14th highest-performing school in the country and the second highest Catholic school. At A Level we achieved 70% A*-B. St Mark's has been judged as outstanding by Ofsted and Section 48 (Catholic School Inspection).
- Join an experienced, enthusiastic, friendly, and highly effective staff.
- Contribute towards and be invigorated by the school's strong Catholic ethos.
- Work with positive students whose behaviour is "exemplary" (Ofsted).
- Develop professionally and personally.
- Make a real difference to the lives of young people, particularly those in greatest need.

We value our staff, and we are committed to supporting their professional development and wellbeing.

1. Commitment to ongoing professional learning

- New staff induction programme tailored to the role.
- Commitment to sharing best practice within and across departments – contributes to workload reduction and efficient ways of working.
- Performance Management process that is supportive of career progression.
- Professional development opportunities – from Early Career Teacher induction to Leadership development.
- Flexible CPD available to all staff through The Skills Network and the National College.

2. Supporting staff wellbeing

- Governors are committed to staff wellbeing, and we have signed up to the DfE Wellbeing Charter. Workload is constantly being reviewed.
- We have a staff wellbeing coordinator.
- We are committed to ensuring equality and celebrating diversity.
- One meeting per week limit and no meeting weeks.
- Weekly staff briefings to ensure key ideas are communicated.
- Regular line management meetings and open-door policy with SLT.
- Committed to flexible working - considered on request and according to the role.
- All teachers have a Chromebook to support teaching and learning.
- Employee Assistance Programme to support staff health and wellbeing with access to free 24 hours counselling in different formats.
- Excellent staff facilities including free tea and coffee.
- Staff association which provides gifts, flowers and cards for leavers and staff with significant life events. The Staff Association also provides opportunities to participate in staff activities and social events.
- Opportunities to participate and support in local, national, and international fundraising and awareness opportunities.
- Priority places at St. Mark's for the children of staff (after completing two consecutive years in post). Please refer to the school Admissions Policy for further details.

TRANSPORT LINKS AND THE LOCAL AREA

St Mark's Catholic School is located in the London Borough of Hounslow, which is a western suburb of London. There are excellent transport links in this area.

London Underground and Southwest Railways

There are three London Underground stations in Hounslow and the nearest, Hounslow Central, is within 10 minutes walking distance from the school. In addition, there is a Southwest Railways service at Hounslow Station which is a 19-minute walk away from the school. This means that St Mark's is perfectly located for staff living in central London and the wider suburban areas to the west of the city.

Buses

The school is located on the Bath Road and has bus links with all areas in West London. This includes Twickenham and Teddington to the south, Ealing to the east and Hillingdon and Hayes to the north. Bus routes from Hounslow include Kingston upon Thames, Richmond upon Thames, and Slough.

Road

St Mark's is easily accessible by road and has secure free onsite car parking for all members of staff. The school is close to the A316 and major motorways such as the M4 and the M3.

Location

The school is in a rich multicultural area of West London. The River Thames runs nearby at Isleworth and Brentford and there are several parks nearby including Osterley, Lampton and Syon. For those interested in sport, there are two Premiership sports teams: Brentford (Football) and London Irish (Rugby Union). In addition, Twickenham Rugby Stadium and Wembley Stadium are in the local area.

Richmond Upon Thames, Bushy Park, Kingston upon Thames, Hampton Court Palace, and the Royal Botanic Gardens at Kew are all within a short drive, train, or bus ride away.



SPECIAL EDUCATIONAL NEEDS AND DISABILITIES CO-ORDINATOR REQUIRED FOR APRIL 2025

SCALE MPS/UPS (OUTER LONDON ALLOWANCE)
+ TLR 1e (£12,035)

FULL-TIME

We are seeking to appoint a well-qualified and enthusiastic SEND Co-ordinator to join our highly successful and supportive school. As the SEND Co-ordinator, you will play a pivotal role in the strategic leadership and management of SEND provision across the school. As a thriving secondary school, we are committed to fostering an inclusive environment where every student can succeed. St. Mark's was graded 'outstanding' by Ofsted, and our students achieve consistently high examination results. This is an exciting opportunity to make a real difference to the lives of young people.

We are looking for someone who:

- Has a good knowledge of the SEND Code of Practice and relevant legislation.
- Has the ability to work effectively and collaboratively with key stakeholders (parents, students, staff and external agencies).
- Has a proven record of working successfully with SEND children.
- Is passionate about working with young people and committed to an inclusive approach to learning.
- Has experience of supporting and developing the practice of LSAs.
- Is committed to ensuring that students fulfil their potential.
- Possess excellent communication and interpersonal skills.

What are we offering:

- Opportunities for high-quality professional development in a school committed to staff wellbeing.
- Students who have an excellent work ethic and are wonderful to teach.
- A school that is friendly and welcoming with a strong Catholic ethos.



JOB DESCRIPTION

Main role

The SENDCO, under the direction of the headteacher, will:

- Support the Catholic ethos of the school.
- Determine the strategic development of special educational needs and disabilities (SEND) policy and provision in the school.
- Be responsible for day-to-day operation of the SEND policy and coordination of specific provision to support individual students with SEN or a disability.
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
- The SENDCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD and will teach a set number of lessons per week in addition to their SEND duties (to be determined by the headteacher).
- The SENDCO must be proactive, innovative, and a strong advocate for students with SEND.

While the SENDCO will oversee provision for students with SEN or disabilities, class teachers will be responsible for the day-to-day education and support of students within their classrooms.

Duties and responsibilities

Strategic development of SEND policy and provision

- Have a strategic overview of provision for students with SEN or a disability across the school, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision for students with SEN or a disability.
- Make sure the SEND policy is put into practice and its objectives are reflected in the school improvement plan (SIP).
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.
- Evaluate whether funding is being used effectively, and suggest changes to make use of funding more effective.
- Ensure Departmental colleagues are implementing the schools' SIP priorities.



JOB DESCRIPTION

Operation of the SEND policy and co-ordination of provision

- Maintain an accurate SEND register and provision map
- Provide guidance and training to colleagues on teaching students 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 students' needs effectively, including staff deployment.
- Be aware of the provision in the local offer.
- Work with other schools, educational psychologists, health and social care professionals and other external agencies.
- Be a key point of contact for external agencies, especially the local authority (LA).
- Analyse assessment data for students with SEN or a disability.
- Implement and lead intervention groups for students with SEN, and evaluate their effectiveness.
- Establish and maintain regular communication within the department and school and, when required, with parents/carers to support student progress.

Support for students with SEN or a disability

- Identify a student's SEND needs.
- Co-ordinate provision that meets the student's needs, and monitor its effectiveness.
- Lead and provide training on adaptive teaching techniques.
- Secure relevant services for the student.
- Ensure records are maintained and kept up to date.
- Review the education, health and care plan (EHCP) with parents or carers and the student.
- Communicate regularly with parents/carers.
- Ensure if the student transfers to another school, all relevant information is conveyed to that school, and support a smooth transition for the student.
- Promote the student'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 (LAC), where a looked-after student has SEN or a disability.
- Working in collaboration with the EAL co-ordinator when students have both EAL and SEND needs.
- Prepare and conduct Annual Reviews of Educational Health Care Plans.



JOB DESCRIPTION

Leadership and management

- Work with the headteacher 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 governing board is required to publish.
- Report to the school governors on SEND provision as required.
- Contribute to the SIP and whole-school policy.
- Be involved in the appointment and induction of staff new to the department to maintain high standards of teaching and learning.
- Identify training needs for staff both in the SEND dept and the wider school.
- Support the professional development of staff in the department, helping them to set personal, professional and school based targets.
- Lead INSET for staff.
- Share procedural information, such as the school's SEND policy.
- Promote an ethos and culture that supports the school's SEND policy and promotes good outcomes for students with SEN or a disability.
- Lead and manage Learning Support Assistants (LSAs) working with students with SEN or a disability.
- Lead staff performance management within the SEND Department
- Review staff performance on an ongoing basis
- Provide support and training for ITT students and ECTs in teaching students with SEND.
- Manage the use and resourcing of Room 11.
- Direct the ordering of stock and resources.
- Ensure all the requirements for students with Exam Access Arrangements are met and any additional requirements are considered and implemented where necessary.
- Evaluate individual Pupil Monitoring (IPM) information for students on the SEND register. Take action where required (see SEND Policy) to support student progress.
- Evaluate department public examination results to support improvement in teaching and learning.
- Meet regularly with identified line managers as part of the whole school self-evaluation process.
- Attend and contribute to the Hounslow Education Partnership (HEP) and DoWAT (multi-academy trust) networks.

Safeguarding

- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for students with SEND
- Remain alert to the fact that students with SEND may be more vulnerable to safeguarding challenges

PERSON SPECIFICATION

ASPECT	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS, TRAINING AND EXPERIENCE	<ul style="list-style-type: none"> GCSE Qualifications at Grade C/4+ or above in English and Mathematics. Degree QTS Significant experience working with SEND students. Experience of working with parents to ensure best possible outcomes for students. Experience of managing and supporting challenging behaviour. Minimum 5 years teaching experience. Relevant CPD. 	<p>Experience as a SENDCO</p> <p>Relevant SEND qualifications such as The National Award in SEN co-ordination (NASENCO) or SENCO NPQ. <i>NB If you do not already have this qualification, you will be required to complete it within 3 years.</i></p> <p>Experience undertaking assessments for Access Arrangements for public examinations.</p> <p>Experience of leading training/INSET.</p>	Certificates Application form
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> Good knowledge of the SEND Code of Practice Understanding of 'quality first' teaching, and effective intervention strategies Ability to plan and evaluate interventions Data analysis skills and the ability to use data to inform provision planning Effective communication and interpersonal skills Ability to build effective working relationships Ability to influence and negotiate Good record-keeping skills Good IT skills 		Application form Interview References
LEADERSHIP SKILLS	<ul style="list-style-type: none"> Clear strategic vision for SEND across the school. Ability to develop, lead and motivate a large team. Ability to monitor the work of the department. Ability to contribute to Subject Leader meetings. 	Experience of Departmental planning and monitoring.	Application form Interview References

PERSON SPECIFICATION

PERSONAL QUALITIES	<ul style="list-style-type: none">• Commitment to promoting the Catholic ethos and values of the school• Commitment to equal opportunities and securing good outcomes for students with SEN or a disability• Ability to work under pressure and prioritise effectively• Ability to demonstrate sensitivity and empathy• Ability to liaise with all stakeholders, including education and medical professionals, governors and parents.• Ability to inspire trust in students and parents.• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality		Application form Interview References
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HOW TO APPLY

We warmly welcome applications from all suitably-qualified candidates. All applications will be considered solely on merit, and we will be using the Person Specifications and Job Descriptions when shortlisting.

You can access our school website for further information and an application form: www.stmarks.hounslow.sch.uk.

Completed applications should be emailed to Mrs Sarah Gregory, PA to the Headteacher: gregorys@st-marks.hounslow.sch.uk.

The closing date for applications is: 9am on Monday 3rd February 2025.

St. Mark's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. References will be requested prior to interview, and all appointments are subject to a satisfactory, enhanced DBS check. Please note that an online search of all applicants will be carried out as part of our legal duty to meet the safeguarding duties set out in Keeping Children Safe in Education (2024). Any questions arising from this online search may be discussed at interview.

We are an Equal Opportunities Employer and we warmly welcome applications from all suitably-qualified candidates. All applications will be considered solely on merit and we will be using the Person Specifications and Job Descriptions when shortlisting.

We reserve the right to appoint at any stage in the recruitment process

St. Mark's Catholic School is a member of
The Diocese of Westminster Academy Trust (DoWAT).
Please visit <https://www.dowat.co.uk/> for further information.