



Bishop Ullathorne  
Catholic School

Part of Holy Cross Catholic MAC

# SENDCo APPLICANT PACK

March 2026

Holy Cross MAC was formed in September 2019 when 5 catholic primary and 2 catholic secondary schools in Coventry joined together. Holy Cross Catholic MAC has over 4,000 pupils and employs over 450 staff across our seven schools – all of which are very popular and highly successful.



Dear candidate,

On behalf of the Board of Directors for Holy Cross Catholic MAC, we would like to thank you for your interest in the post of **SENDCo** at Bishop Ullathorne Catholic School within our Multi Academy Company. The school is one of the seven Catholic schools (2 secondary and 5 Primary) that are part of Holy Cross Catholic Multi Academy Company (HCCMAC) which opened on 1 September 2019.

This letter is intended to help you complete the online application form on My New Term. If you have any difficulties, please contact the school. 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 post advertised. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and help 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. We are unable to accept CVs so please do not send us your CV.

The 'Relevant skills & Experience' section of the online 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. Holy Cross MAC Academy reserves the right to check the validity and accuracy of your application if successful.



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## 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.

For further details about the school please visit the school website <https://www.bishopullathorne.co.uk/> or for further details regarding the MAC please visit <https://www.hcmac.co.uk>

Details regarding the post are available from Holy Cross Catholic MAC recruitment website at:

[Holy Cross Catholic Multi-Academy Company - Vacancies](#)

Visits to the school are encouraged prior to application. Please contact the Support Services Manager, Mrs Lorraine Innes, to arrange an informal visit to the school, or if you would like an informal discussion about the role: 02476 414 515.

We look forward to receiving your application.

Yours faithfully

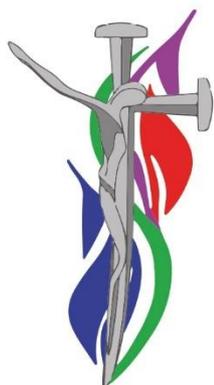
**Sarah Boyle**

**Headteacher**

**Bishop Ullathorne Catholic School**

**Holy Cross Catholic MAC**





# Holy Cross Catholic Multi Academy Company

*Achieving together in faith*

## **Motto**

Achieving Together in Faith.

## **Mission**

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God given gifts and talents.

## **Aims:**

- H** High aspirations for all
- O** Outstanding education - to create an ethos of collective responsibility, through which we will promote achievement and improve pupil performance
- L** Living out Gospel values and celebrating the Catholic ethos in all our schools with reconciliation and peacefulness at the heart of all we do
- Y** Young people – who are resilient and make a positive contribution to their diverse and changing communities
- C** Community - strengthening and nurturing the Catholic life of our schools
- R** Realising talent by developing pupils, staff, academy representatives and Directors for the benefit of the Holy Cross community
- O** Optimising our resources to realise best-value by sharing assets and using economies of scale
- S** Standards - to maintain the highest quality of Catholic education by ensuring accountability at all levels
- S** Service to God by serving others in our school and local communities and national and international communities in need.





# Bishop Ullathorne Catholic School

Part of Holy Cross Catholic MAC

## Soli Deo – For God Alone

We are a truly comprehensive school which serves a very wide area of Coventry, including the most advantaged and disadvantaged wards in the city. Our 1147 students are drawn from six parishes and partner primary schools. They reflect the needs, aspirations and life experiences found in the diversity of the city in which we serve.

Holy Cross Catholic Multi Academy Company is a supportive and sharing community of schools that helps all the schools to grow and enrich one another.

We have an ambitious staff who are committed to the success of every pupil in our school. We work well together to provide a curriculum tailored to the needs of all. The pastoral care of our students is also at the heart of what we do to support the learning and success of our young people. One of the wonderful truths about the students at our school is that they appreciate the talents and the skills of others. They demonstrate this through their responses during assemblies, the presentation of awards, school productions, music, and liturgy. This is due to the quality, depth, and warmth of relationships between students and between students and staff.

### **Our vision**

The most important people in our school are the young people who give purpose to our mission. We believe in their unique dignity, made in the image and likeness of God, and this inspires us to provide a Catholic education which meets the needs of every student. We are deeply committed to educating the whole person of every student so that they may come to live life to the full. The teachings of Christ found in our Catholic faith, daily collective worship, assemblies, retreats, and celebrations of Mass are rooted in the heart of our school community. They provide direction for all that we do. The school has a beautiful chapel where the Blessed Sacrament is reserved. Our very able and committed Chaplain celebrates Mass with us each week and supports our provision for the spiritual development of our students and staff.

Our school is totally committed to ensuring that our students know and feel they are loved and accepted by the people they are. Our work aims to fill them with hope and ambition for themselves now and for their future lives beyond school, whether it is university, college, or an apprenticeship which awaits.

The school became part of the Holy Cross Catholic Multi Academy Company from 1 September 2019 along with Cardinal Newman Catholic Secondary School and Christ the King, Saint Elizabeth's, Saint Augustine's, Saint John Vianney and St Thomas More Catholic Primary Schools, which are all located in



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Coventry. As part of the wider Diocesan vision, we will be working towards merging with other local Catholic schools in the future to form a larger Catholic Multi Academy Trust (CMAT).

Bishop Ullathorne is proud to work in strong collaboration with other schools within the Holy Cross Catholic MAC to offer expertise and to benefit from the best practice in our excellent family of schools.

The school is situated in Finham within easy access of all areas of Coventry and commutable from surrounding areas such as Birmingham, Solihull, Leamington Spa and Sutton Coldfield.



### Why Work at Bishop Ullathorne?

**Ofsted 2024:** *“Bishop Ullathorne is a welcoming, caring school community. The values of the ‘Ullathorne way’ underpin all aspects of school life. Pupils value the school’s ethos, and it contributes to why so many have very good attendance.”*

**Teacher:** *“Our school is a community in which we all smile and support each other; we all nurture potential; we all have a voice, and we take the opportunity to be our true self.”*

**Year 8 Student:** *“I like Bishop Ullathorne because I feel valued. I know that there is always someone I can go to if I have a problem.”*

**Senior Teacher:** *“Staff and students have a good relationship with each other. We are all working together towards being an outstanding school. I have been here for many years and had the opportunity to change my responsibilities. It has given me different experiences and challenges.”*



# Advert

SENDCo



Bishop Ullathorne  
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**Required for September 2026**

**Salary: L7 (£60,144) – L11 (£66,368)**

The Board of Directors of the Holy Cross Multi Catholic Academy Company and the Governors of this popular and successful Catholic school are looking to appoint an experienced and highly skilled SENDCo with Qualified Teacher Status to lead and coordinate our provision for pupils with special educational needs and disabilities. The successful candidate will demonstrate a strong understanding of statutory requirements, a commitment to inclusive practice, and the ability to work collaboratively with staff, families, and external agencies to ensure the best possible outcomes for all learners. You will bring excellent organisational skills, a solution-focused approach, and the expertise to champion personalised support that enables every student to thrive. This is an exciting opportunity for a dedicated professional who is passionate about making a meaningful difference in the lives of young people.

Holy Cross Catholic MAC and Bishop Ullathorne Catholic School can offer you:

- a welcoming community with a strong Catholic ethos, achieving together in faith.
- supportive Directors and MAC Central Team to support you in all aspects of school life.
- dedicated and supportive Governors and staff team who are keen to build high standards and who are committed to professional development.
- a strong, supportive learning community.
- enthusiastic, happy, caring children from our culturally diverse community.
- a 12-month mentoring scheme upon appointment.

Bishop Ullathorne is a highly successful 11-18 Catholic comprehensive school set in 44 acres grounds in the pleasant outskirts of South Coventry. This is a fantastic opportunity to help lead the school and make a significant contribution to the future success of the school. We are located within easy access of all areas of Coventry and commutable from surrounding areas of the West and East Midlands.

Online application forms and details regarding the post are available from Holy Cross Catholic MAC's recruitment website at:

**My New Term**

**Closing date for applications:**

**8am on Tuesday 21 April 2026**

**Interviews:**

**To be confirmed**



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*Bishop Ullathorne Catholic School, part of Holy Cross Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service (DBS) check and where relevant, a childcare disqualification check.*

*Any offer of employment will be subject to satisfactory pre-employment checks including two suitable references, evidence of Right to Work, medical clearance and where applicable a prohibition check and evidence of qualifications. All successful candidates will be required to present their birth certificate along with evidence of any name changes.*

*This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information can be found in the DBS filtering guide.*

*This post is covered by Part 7 of the Immigration Act (2016). Therefore, the ability to speak fluent and spoken English is an essential requirement for this role.*

*An online social media check will also be carried out as part of due diligence on all conditional offers of employment.*





**SENDCo**  
**Job Description**

Job Title:	SENDCo
Scale:	Salary: L7 (£60,144) – L11 (£66,368)
Contract:	Permanent
Responsible to:	Headteacher

**Corporate Responsibilities:**

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the MAC.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular, to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

**Strategic Leadership:**

- To be accountable for the strategic direction, leadership and management of curriculum support, the development of special needs policies, plans and targets within the context of the school aims and policies.
- To lead, manage and oversee the operation of the school's SEND strategy and policy in accordance with the published national SEN policy and the SEND code of practice 2014. Ensure the school is compliant with SEND legislation and requirements and to keep up to date with best practice from SEND networks.
- To provide reports for the Governing Body as required by statute.
- To coordinate provision for individual pupils with additional needs and to oversee day to day provision
- To work with the SLT lead for Inclusion to produce an annual SEND Development Plan in an agreed format, reviewed in line with the School Improvement Plan
- To oversee records on all pupils with additional needs
- To work closely with parents and carers to ensure student needs are met.
- To support the school ethos, playing a full part in the life of the school, and to be a positive role model
- To actively monitor and respond to inclusion initiatives at national, regional and local levels
- To support existing networks, liaising with other schools in the Holy Cross Catholic MAC and to collaborate with other schools as appropriate



## Operational/Strategic Planning:

- The day-to-day management, control and operation of the SEN department, including effective deployment of staff and physical resources.
- To actively monitor and intervene in student progress.
- To work with classroom teachers, the learning support team, parents and relevant external agencies to develop, implement and monitor individual support/learning plans.
- To provide regular updates on student progress through written reports and meetings with parents, including pastoral reintegration meetings, where appropriate. To confidently know the progress and predictions of SEND students.
- To meet regularly with pastoral key pastoral staff to discuss and identify plans for specific students who may have additional needs.
- Where necessary lead early help assessments (EHSs), for students who have additional needs.
- To make referrals and liaise with professionals outside the school e.g. psychologists, health and social care providers, speech and language therapists and occupational therapists.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, etc.
- To work closely with the Leadership Team, Heads of Department and Heads of Year to improve the progress and achievement of SEND students across the school and to support students who are becoming disengaged or at risk of exclusion.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP and the aims and objectives of the school.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
- To work closely with the exams officer and key staff to ensure access arrangements are in place and contribute to the auditing for JCQ.
- To lead and review children with EHCPs.

## Recruitment/ Deployment of Staff:

- To help co-ordinate staff training on SEND issues so as to ensure first quality teaching. To play a key role in coaching and training staff, by modelling and sharing best practice. To exemplify and model best practice in your own teaching
- To undertake and maintain safeguarding training and to work with the DSL and other safeguarding leads where necessary.
- To effectively line manage and deploy support staff within curriculum support and across the school.
- To undertake Appraisal(s) and to act as reviewer for a group of staff within the designated department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the department and act as a positive role model.



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## Quality Assurance:

- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles within the department.
- To contribute to the School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To seek and implement modification and improvement where required.
- To ensure that the department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.
- To participate in the School's quality assurance cycle.

## Management of Information:

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- To provide the Local Governing Body with relevant information relating to the departmental performance and development.

## Marketing and Liaison:

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of SEN links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.
- To attend appropriate meetings as required.



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## Management of Resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To ensure that the department's interventions are effectively and efficiently timetabled and roomed.

## Pastoral System:

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with student's progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken as necessary.
- To contribute to Work Related Learning and other alternative provision according to school policy.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

## Teaching:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

## Additional Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To undertake any other reasonable duty requested by the Headteacher.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**



## SENDCo Person Specification

Criteria		Essestial/ Desirable
<b>Education and Qualification</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• National Award for SEN Co-ordination</li> <li>• Degree</li> </ul>	E D E
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Significant experience working with pupils with SEND.</li> <li>• Strong understanding of SEND legislation and the SEND Code of Practice</li> <li>• Teaching experience of at least six years</li> <li>• Experience of working at whole-school level</li> <li>• Involvement in self-evaluation and development planning</li> <li>• Experience of conducting training/ leading INSET</li> <li>• Experience of line management of other staff</li> <li>• Experience supporting or coordinating EHCP provision.</li> <li>• Experience supporting pupils with complex needs such as autism, severe learning difficulties or SEMH.</li> <li>• Experience working with multidisciplinary teams.</li> </ul>	E E  E E E E E E E E E
<b>Job related Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of SEND Code of Practice</li> <li>• Ability to lead improvement and innovation in SEND practice</li> <li>• Commitment to inclusive education and high expectations for all pupils.</li> <li>• Committed to getting the best outcomes for pupils and promoting the ethos and values of the school.</li> <li>• Commitment to equal opportunities and securing good outcomes for pupils with SEN or disability.</li> <li>• Commitment to safeguarding and equality</li> <li>• Understanding of what makes 'quality first' teaching, and of effective intervention strategies</li> </ul>	E E E  E  E  E E
<b>Personal Job-related skills</b>	<ul style="list-style-type: none"> <li>• Ability to plan and evaluate interventions</li> <li>• Data analysis skills, and the ability to use data to inform provision planning.</li> <li>• Effective communication and interpersonal skills.</li> <li>• Ability to build effective working relationships</li> <li>• Ability to influence and negotiate</li> <li>• Good record-keeping skills</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Creative thinking skills.</li> <li>• Team orientated.</li> <li>• Ability to prioritise and meet deadlines.</li> <li>• Personally resilient and able to deal with challenging situations.</li> <li>• Able to manage challenging behaviour.</li> <li>• Able to build effective relationships quickly and engage young people.</li> </ul>	E E  E E E E E E E E E E E E E



Criteria		Essential/ Desirable
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Willingness to be flexible with working hours to respond to School needs</li> <li>• Commitment to inclusive education</li> <li>• Physical intervention skills and training</li> </ul>	E  E D



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## Our SEND Department

Our busy SEN Department works with children with additional needs across the school. We work together with the Pastoral Team, supporting children with low attendance, who struggle with their emotional well-being.

Our learning support centre is an important hub for many, giving a safe space and opportunities for mentoring and small group interventions.

We have a highly skilled team of Teaching Assistants who work within classes and the Learning Support Unit.





# Bishop Ullathorne Catholic School

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Bishop Ullathorne Catholic School

Leasowes Avenue

Coventry

CV3 6BH

Please refer to our website for further details about our school: <https://www.bishopullathorne.co.uk/>

