



St John Fisher
Catholic Voluntary Academy

Information for SENDCo

St John Fisher Catholic Voluntary Academy

SENDCO

MPS/UPS + TLR 1

Introduction from the Headteacher

Thank you for taking an interest in this exciting role.

It is my pleasure to welcome you to St John Fisher, an 11-18 voluntary aided Catholic Academy with approximately 1000 students on roll.

We seek to appoint a SENDCo Teacher to join our wonderful school.

St John Fisher Catholic Voluntary Academy has entered a new era of success, growth and pride.

Our students are some of the most inspirational young people you will ever meet. They are polite, friendly, kind and caring. They are supportive of one another and the school. Our staff are the same; dedicated professionals, committed to improving the outcomes and life chances of our young people. Many of our teachers are ex-pupils of the school. There is a special feel about this traditional yet forward-looking Catholic school, simply put, it's a wonderful place to work.

We were inspected by Ofsted in March 2025 and our report reflects how much we have improved in the last 2 years. In December 2025 we were judged to be Outstanding for Catholic Life and Mission in our statutory Diocesan inspection. St John Fisher Catholic Voluntary Academy is a great school and you need to see it for yourself. Our academic results continue to improve year on year, and we are committed to our students and school community to create a high performing school.

Therefore, we need the best support for our students. As our students' numbers continue to grow, we seek to appoint the best people to support our continued improvement

We can offer you a wonderful student body, a thriving sixth form, a friendly and supportive senior team and a school overseen by a highly experienced and dedicated governing body who work closely with the school to ensure its continued success.

Your professional development is important to us, and our recent transformation has been made possible by the creation of a staff and student team who are committed to the school's future. Every member of our community is valued and as we continue to move forward, we will continue to invest in all practice which will improve the daily experience of our children. A bespoke programme of professional development, led by highly experienced senior leaders, focusing on bringing out the best from staff, is an entitlement for all teachers and support staff.

If you'd like to be part of our next success, I recommend a conversation with me or a tour of the school, either during the school day or after work. Please get in touch and we will accommodate your request so you can see for yourself what a wonderful place St John Fisher Catholic Voluntary Academy is.

Mr K Mackey
Headteacher

Job Description: SENDCO

Reports to: Assistant headteacher for Inclusion

Principle Responsibilities and Areas of Accountability

- Ensuring the needs of all SEND students are fully met through the development of highly effective and personalised strategies that fully meet all statutory responsibilities.
- Ensuring every SEND student becomes a healthy, successful, happy, confident and responsible individual.
- Lead the Support Department and SEND across the school to ensure highly effective SEND provision and intervention for every SEND student at all times.
- Act as Looked After Children Lead
- Ensure all members of staff understand and fulfil their statutory responsibilities to fully meet the needs of each student with an identified SEND.
- Liaise closely with all school staff and others to identify needs and strategies for removing barriers to learning to ensure high levels of achievement and good progress for all SEND students across the whole curriculum.
- Liaise with the Teaching and Learning Team (Directors of Study, Faculty Leaders and Leaders of Learning) to lead the identification and organisation of training staff in relevant matters relating to SEND that continually improve provision
- Manage the SEN team, including the Teaching Assistants.
- Promote high standards of teaching and learning throughout the SEN Faculty.
- Raise standards of student attainment and achievement within the whole curriculum and monitor and support student progress.
- Analyse performance data and use the results as a basis for improvement.
- Act as Deputy Designated Safeguarding Lead, conducting Single Assessments and lead Team Around the Family (TAF) meetings as required.
- Oversee the Learning Support Unit.

Operational/Strategic Leadership

- Fulfil the statutory requirements for LAC students and the role of SENDCO.
- Responsible for the day-to-day operation of the SEND Policy and provide leadership and direction to the Support Faculty to promote an ethos/culture that is fully coherent with the school vision and aims.
- Maintain a detailed and up-to-date SEND Code of Practice and ensure TA support is highly impactful in delivering the highest quality support for SEND students in all learning environments.
- Develop and monitor internal and external provision for students with Special Education needs, including being the designated teacher for those students with medical needs and mental health needs.
- Provide training and development for all staff on the principles of effective teaching, learning, target setting and addressing the specific needs of all students
- Ensure SEND strategies are being followed by all staff to fully meet the needs of all SEND students.
- Identify effective resources to fully meet the needs of SEND/LAC students and advise SLT on priorities for expenditure and resource deployment.
- Lead the development, implementation and evaluation of personalised learning plans and hold all staff to account for delivering effective learning experiences for SEND/LAC students.
- Lead the development of seamless coordination between SEND intervention that takes places in and outside the classroom for all SEND students.
- Develop close working relationships with parents/carers to ensure they are genuine partners with the school in supporting student learning and welfare.
- Implement a programme of annual review for all students with a statement of Special Educational (or EHC plan).
- Carry out referral procedures to the Local Authority to request High Needs funding and/or an Education, Health and Care Plan when it is suspected, on strong evidence arising from previous intervention (additional SEND support from devolved budget), that a student may have a Special Educational Need which will require significant support.
- Carry out referral procedures to the Local Authority Social Care as Deputy DSL.
- Oversee the smooth running of transition arrangements and transfer of information for students from Year 6 to 7 who are listed as SEND.
- Liaise with the school's SEND/Equality Governor, keeping him/her informed of current issues regarding provision for those with Special Educational Needs/Disabilities & Children who are Looked After (nationally, locally and within school).
- Establish quantitative and qualitative targets against which the effectiveness of the department may be monitored and evaluated.

- Liaise with the Exams Officer to coordinate access arrangements for exams at KS3, 4 and 5. Overseeing provision and support for Looked After Children as Designated Teacher.
- Prepare Annual reports and Action Plans for SEND/LAC as required.

Teaching, Learning and Curriculum

- Identify the most appropriate teaching and learning strategies for SEND/LAC students that will ensure any barriers to success are removed across the whole curriculum.
- Ensure that all staff have the knowledge and expertise to appropriately support SEND students and hold staff to account for deploying these strategies to support SEND students.
- Ensure that all teaching (planning, delivery and evaluation) fully takes SEND needs into account. Model excellence through whole class teaching.
- Systematically monitor the quality of teaching and learning of SEND students.
- Liaise closely with other colleagues to create solutions for any student who is underachieving or becomes disengaged or disaffected with their education.
- Liaise with other organisations outside school to ensure effective support for SEND/LAC/Child in Need/CP/TAF students.
- Meet with in-year admissions students to further identify needs and refer to appropriate support or programmes.

Recording and Assessment

- Ensure frequent collection and interpretation of data to monitor the progress of every SEND student.
- Ensure targeted/personalised & universal strategies for SEND students are systematically reviewed/improved. Lead systems to identify, assess and review the academic and welfare progress of SEND students.
- Regularly update SLT and the Governing Body on the effectiveness of SEND provision. Coordinate SEND work at parent/carer consultation evenings and Academic Mentoring.
- Ensure Annual Reviews are conducted accordingly and that any bespoke support strategies (e.g. individual learning plans) are highly effective and reviewed frequently.
- Develop and maintain systems for raising achievement for those with Special Educational Needs and CPOMs for safeguarding (working with the DSL)

Staff

- Ensure that all staff are using assessment data to accurately track the progress of SEND students and intervening as appropriate in ways that are improving SEND students' progress and achievement. Manage the SEN team, including the Teaching Assistants.
- Manage mental health provision across internal and external agencies.
- Ensure effective systems of communication to staff in relation to all SEND matters.
- Ensure that staff are appropriately trained in SEND and hold them to account for delivering strategies and good outcomes for all SEND students.
- Monitor and evaluate staff performance to ensure the delivery of highly effective support for all SEND students.
- Ensure all new staff receive an induction into the SEND Policy and fully understand their role. Lead Performance Management of staff in SEN Faculty.
- Play a key role in on-going School Self Evaluation in relation to all SEND matters. Attend area SENCO network meetings and training as appropriate.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The individual is responsible for promoting and safeguarding the welfare of children and young persons she/he is responsible for or comes into contact with.

This job description may be changed by the Headteacher in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job title. Such variations would not justify the re-evaluation of a post.

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

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable

access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

St John Fisher Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires enhanced Disclosure and Barring Service clearance.

Bishop Konstant Catholic Academy Trust is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. Applicants should note that, in accordance with Keeping Children Safe in Education (2022), it is the applicant's responsibility to have made any necessary registrations relevant at the time of making this application which is required for people working or volunteering with children. Accordingly, any offer of employment made will be conditional upon the results of enhanced checks from the Disclosure & Barring Service ("the DBS") and Employer Access Online (regarding teacher prohibition/disqualification from working with children and young people). Furthermore, since 1st September 2022 Keeping Children Safe in Education requires us to conduct online search.