



# **Class Teacher and SENDCo**

## **Candidate Information Pack**

# **Halewood Church of England Primary School**



Train up a child in the way that they should go and when they are old,  
they shall not depart from it.

Proverbs 22:6

Church Road, Halewood, Merseyside  
L26 6LB  
Tel: 0151 487 5673  
Email: [david.catt@ldst.org.uk](mailto:david.catt@ldst.org.uk)  
[www.halewoodcofe.co.uk](http://www.halewoodcofe.co.uk)  
Headteacher: Mr Dave Catt

## **Class Teacher and SENDCo**

**Title: Class Teacher and SENDCo (permanent)**

**Salary: M1–UPS3 + TLR2 min (£3,527 per annum)**

**Hours: Full-time**

**Accountable to: Headteacher**

**Location: Halewood C of E Primary School**

At Halewood C of E Primary School, we are seeking to appoint a passionate and dedicated teacher to join our team as a member of the Senior Leadership Team and lead our SEND provision as SENDCo.

Our Christian vision—"Train up a child in the way they should go, and when they are old, they will not depart from it" (Proverbs 22:6)—is central to all that we do. It shapes our decisions, our relationships, and our unwavering commitment to every child. Our core values—friendship, forgiveness, hope, thankfulness, perseverance and responsibility—are not simply words, but lived experiences that define our school culture.

We are deeply committed to nurturing children who understand the importance of loving their neighbour as God loves us. Through strong role modelling, high expectations and a culture of care, we aim for every child to leave Halewood with these values embedded, ready to flourish and make a positive difference in the world.

We are looking for an exceptional classroom practitioner who is driven to secure the very best outcomes for all pupils. This role is rooted in high-quality teaching; you will demonstrate the highest standards in the classroom, modelling excellent practice and ensuring all pupils make strong progress.

As SENDCo and a member of the Senior Leadership Team, you will also play a pivotal role in shaping inclusive practice across the school. You will be passionate about removing barriers to learning, championing vulnerable learners, and ensuring that every child—regardless of need—can succeed and thrive. You will lead, support and challenge colleagues to deliver high-quality, adaptive teaching that meets the needs of all learners.

This role offers an exciting opportunity for a talented practitioner to lead with purpose, influence whole-school improvement, and make a lasting impact on the lives of children and families.

In return, we offer:

- A highly supportive Senior Leadership Team and Governing Body
- A strong, research-informed CPD programme
- Well-behaved, motivated and enthusiastic pupils
- A positive, caring and inclusive school community
- A dedicated and collaborative staff team
- A well-resourced teaching and learning environment
- An iPad and MacBook Pro as part of our teacher package
- If you are committed to developing Christian character alongside delivering excellence in education, and have the drive to lead, teach and inspire, we would love to hear from you.

The application process for this role is a 3-stage process:

- Application form completed on My New Term
- Visit to candidate's own school for lesson observation and leadership discussion
- Interview

To be considered for this role you must complete an application on My New Term. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions please email [karen.sefton@ldst.org.uk](mailto:karen.sefton@ldst.org.uk) or call 0151 487 5673.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: Thursday 23<sup>rd</sup> April 5.00pm**

**Shortlisting: Friday 24<sup>th</sup> April 12pm**

**Lesson observations and interviews: Week commencing 27<sup>th</sup> April**

**Start Date of Post: Wednesday 2<sup>nd</sup> September 2026**

**School visit dates: Thursday 16<sup>th</sup> April 9.30am, Thursday 16<sup>th</sup> April 1.30pm, Thursday 16<sup>th</sup> April 3.30pm**

**Please contact the school office on 0151 487 5673 or [karen.sefton@ldst.org.uk](mailto:karen.sefton@ldst.org.uk) to book onto one of our school visits**

**Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.**

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# About Halewood Church of England Primary School



At Halewood C of E Primary School, we serve the community by providing a happy, secure, and caring Christian environment where all are valued and respected.

Halewood C of E Primary is a highly popular and successful school. As a Church of England school, our Christian values underpin all that we do, and we have close links with two local churches. We joined LDST in October 2017 to deepen these links and to continue to improve the education we provide to our children. Our staff are committed to raising standards for all pupils. They pride themselves in working effectively together, and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning and so have designed a curriculum that allows children to become confident and fluent with knowledge and vocabulary, as well as providing a wealth of opportunities to develop their strengths and talents. Children are taught in such a way that they acquire knowledge that they can take with them for the rest of their lives, knowledge that they can use when articulating themselves, or when reading and solving problems. Challenging opportunities to apply knowledge are embedded throughout our curriculum. Progressively planned learning enables children to constantly apply prior knowledge and build upon it.

We are proud of our school and encourage you to visit our website to further help you with the application and get a feel for our school community.

[www.halewoodcofe.co.uk](http://www.halewoodcofe.co.uk)



# Letter from the Headteacher

## Dear Applicants,

At Halewood C of E Primary School, we are seeking to appoint a passionate and dedicated teacher to join our team as a member of the Senior Leadership Team and lead our SEND provision as SENDCo.

Our Christian vision—*"Train up a child in the way they should go, and when they are old, they will not depart from it"* (Proverbs 22:6)—is central to all that we do. It shapes our decisions, our relationships, and our unwavering commitment to every child. Our core values—friendship, forgiveness, hope, thankfulness, perseverance and responsibility—are not simply words, but lived experiences that define our school culture.

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We are looking for an exceptional classroom practitioner who is driven to secure the very best outcomes for all pupils. This role is rooted in high-quality teaching; you will demonstrate the highest standards in the classroom, modelling excellent practice and ensuring all pupils make strong progress.

As SENDCo and a member of the Senior Leadership Team, you will also play a pivotal role in shaping inclusive practice across the school. You will be passionate about removing barriers to learning, championing vulnerable learners, and ensuring that every child—regardless of need—can succeed and thrive. You will lead, support and challenge colleagues to deliver high-quality, adaptive teaching that meets the needs of all learners.

This role offers an exciting opportunity for a talented practitioner to lead with purpose, influence whole-school improvement, and make a lasting impact on the lives of children and families.

### In return, we offer:

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- An iPad and MacBook Pro as part of our teacher package

If you are committed to developing Christian character alongside delivering excellence in education, and have the drive to lead, teach and inspire, we would love to hear from you.

**Yours sincerely,**

Dave Catt  
Headteacher

# Welcome to Liverpool Diocesan Schools Trust

Thank you for your interest in working in one of our amazing schools and committing to making a difference to learners right across our Trust.

***LDST is a multi-academy Trust of 19 primary schools that welcomes young people and colleagues of all faiths and none and is committed to providing a high-quality education and environment, where Christian values and principles permeate all that we do.***

As a Trust, we have a very clear purpose, and an uncompromising vision.

The right of all to have a great education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All of our schools benefit from high levels of collaboration and a strong school improvement function and central team, which give the capacity to support schools, and intervene where needed. Strong networks and a culture of partnership working ensures a high level of accountability, matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining centres of excellence, and we are committed to being:

- **Respectful** of the individual identity of our schools –knowing their strengths and understand where improvements are needed
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy.

**We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.**

## What we can offer you

- **Continuing Professional Development** – All support staff can apply for fully-funded apprenticeships up to degree level.

- **Leadership Pathways** – We have a wealth of development opportunities that are open to colleagues, and we are exceptionally proud of our very high levels of internal promotion.
- **Annual Trust Wide Conference** – For all colleagues to celebrate and learn together.
- **Collaboration** – Regular networking opportunities across our networks for different staff groups.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



**Laurie Kwissa**

**Chief Executive Officer**

## **Job Description**

**Title: Class Teacher and SENDCO (permanent)**

**Salary: MPS1 – UPS3 (£32916 - £51048) + TLR max (£3527)**

**Hours: Full-time**

**Accountable to: Headteacher**

**Location: Halewood C of E Primary School**

### **Job Purpose**

To deliver high-quality teaching and learning in line with the Teachers' Standards, ensuring the welfare, progress and personal development of all pupils. The role includes responsibility for classroom teaching assistants and contributing to wider school life and improvement.

### **Core Teaching Responsibilities**

- Teach all subjects effectively, maintaining high expectations of behaviour, progress and attainment.
- Plan, deliver and assess learning using school policies, curriculum requirements and assessment data.
- Create a safe, stimulating and inclusive classroom environment.
- Adapt teaching for pupils with varying needs, including those with SEND.
- Provide constructive feedback and set ambitious, achievable targets for all pupils.
- Establish strong relationships with pupils, parents and colleagues, modelling professionalism at all times.

### **Monitoring, Assessment & Reporting**

- Assess and record pupil progress regularly, using outcomes to inform future planning.
- Report on progress to leaders, parents and external professionals as required.
- Participate in parent meetings and contribute to pupil support discussions.

## **Professional Responsibilities**

- Engage in professional development and performance management processes.
- Contribute to school duties, assemblies, meetings and whole-school initiatives.
- Uphold all safeguarding, health and safety and school policies.
- Support and promote the Christian ethos and values of the school.
- Build positive relationships, promote mutual respect, celebrate pupil success and maintain consistent behaviour expectations.

## **SENDCo Responsibilities**

- Lead the provision for pupils with SEND and additional needs, ensuring high-quality support and inclusive practice.
- Monitor and evaluate SEND interventions and report to SLT, LDST and governors.
- Support staff in delivering effective teaching for pupils with SEND; provide advice, training and modelling of best practice.
- Coordinate statutory assessment processes and ensure accurate evidence for EHCP applications.
- Manage the SEND register and ensure a graduated approach is implemented.
- Lead inclusion meetings, liaising with internal and external agencies.
- Promote high expectations, collaboration and a culture of continuous improvement.
- Ensure behaviour and safeguarding policies are upheld and consistently applied.
- Maintain strong knowledge of the SEND Code of Practice; willingness to undertake NPQSL training

## **General duties**

- Continuously meet at least the minimum standards outlined in the DfE's 'Teachers' Standards'.
- Comply with school policies and procedures, in particular those relating to child protection and safeguarding.

- Attend staff meetings, INSET days, parents' evenings, parent consultation meetings, and any other functions or meetings required.
- Take responsibility for completing CPD and keeping up to date with developments relating to subject matter.
- Establish effective working relationships with colleagues and set a good example for pupils through a high level of professionalism.
- Participate in any performance-related appraisal arrangements made by the school.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to headteachers.*

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## Person Specification

Area	Essential	Desirable
Qualifications & Professional Learning	<p>Has Qualified Teacher Status (QTS)</p> <p>Holds an undergraduate degree</p> <p>Evidence of Continuous Professional Development related to SEND and inclusion</p> <p>Willingness to complete NPQSEND</p>	<p>NASENCo qualification</p> <p>NPQSEND qualification</p> <p>Additional SEND leadership training</p>
Experience	<p>Successful experience as a Primary Teacher in more than one key stage</p> <p>Experience of working with additional and complex needs</p> <p>Experience of adapting planning to meet needs</p> <p>Experience across the full Primary range</p> <p>Proven ability to improve performance through coaching, challenge and support</p>	<p>Experience of SEND leadership as a SENDco</p> <p>Experience of provision mapping/interventions</p> <p>SLT experience</p>
Safeguarding	<p>Displays commitment to safeguarding children</p> <p>Works with relevant agencies</p> <p>Up-to-date safeguarding knowledge</p> <p>Understands legislation and guidance</p>	<p>DSL training/qualification</p>
Teaching & Learning	<p>Excellent understanding of effective teaching across key stages</p> <p>Track record of high-quality teaching for all groups including SEND</p> <p>Strong curriculum knowledge and implementation</p>	<p>Experience of coaching/mentoring staff</p> <p>Experience of leading whole staff CPD</p>

	<p>Able to problem solve</p> <p>Contributes to wider school life</p> <p>Articulates outstanding teaching</p> <p>Secures high standards and progress</p> <p>Outstanding classroom practitioner</p>	
SEND Leadership	<p>Strong understanding of SEND Code of Practice</p> <p>Ability to assess, monitor and support SEND pupils</p> <p>Experience of provision planning (EHCPs, support plans)</p> <p>Supports staff with inclusive practice</p>	<p>Experience leading SEND</p> <p>Experience of working with external agencies</p>
Developing Self & Working with Others	<p>Reflective practitioner</p> <p>Manages workload effectively</p> <p>Maintains confidentiality</p> <p>Understands educational issues</p> <p>Resilient</p> <p>Excellent interpersonal skills</p> <p>Builds community links</p>	<p>Coaching experience</p>
Personal Qualities	<p>Sympathetic to Christian ethos</p> <p>Approachable and grounded</p> <p>Inspires confidence</p> <p>Takes responsibility</p> <p>Critical thinking and curiosity</p> <p>Builds trust and respect</p> <p>Strong communication skills</p>	<p>Active practicing Christian</p> <p>Experience working in Church school</p>

## **How to Apply**

### **Application Process**

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## **Our Trust Prayer**

Heavenly Father,  
Let peace, friendship and love grow in our schools.  
Send the Holy Spirit to give  
excellence to our learning  
love to our actions and  
joy to our worship.  
Guide us to help others,  
so that we may all  
Learn, Love and Achieve, Together with Jesus.  
Amen