

RECRUITMENT PACK

Associate SENDCO



CONTENTS

Welcome from Katy Cox, Catholic Senior Executive Leader.....	3
Welcome from Catherine Reeves, Director of SEND	3
Our values	4
Saint Oscar Romero	5
The Romero Prayer	5
Associate SENDCO	6
Associate SENDCO	7
Job Description.....	7
Job Purpose	7
Associate SENDCO	10
Person Specification	10
Associate SENDCO	13
How to apply.....	13

WELCOME FROM KATY COX, CATHOLIC SENIOR EXECUTIVE LEADER

Dear Applicant,

Thank you for your interest in joining the central team at the Romero Catholic Academy Trust. I hope you find the information in this application pack both useful and engaging.

Since joining the Trust in September 2024, I have been proud of the progress we have made together and am excited about the next stage of our journey. Romero CAT is continuing to grow and evolve at pace and we are expanding our central team to ensure we can provide the highest quality support to all our schools, staff and communities.

This senior role has been created to strengthen our capacity at the centre and to contribute to the delivery of outstanding service, leadership and strategic oversight across the Trust. It's an exciting time to join us, with opportunities across the Trust to contribute to our continued growth and success—whatever the nature of your role.

Our values – Faith, Service, Aspiration and Collaboration – are the foundation of everything we do. We are looking for individuals who share these values and who are committed to making a meaningful impact on the lives of children, families and staff across our Trust.

Yours faithfully,

Katy Cox

WELCOME FROM CATHERINE REEVES, DIRECTOR OF SEND

Dear Applicant,

Thank you for your interest in the post of Associate SENDCO within our Trust. With 18 schools across multiple phases and communities, we are committed to ensuring that every pupil regardless of need, receives an ambitious, inclusive, and high-quality education. We are proud of our schools' commitment to supporting and enriching the experience of the most vulnerable children and we are looking for someone who is keen to play a pivotal role in this work.

The Associate SENDCO is a key strategic and operational leader, working closely with the Director of SEND to strengthen SEND systems, build capacity, and ensure that our provision is consistent, compliant, and impactful. You will influence practice across the Trust, support SENDCOs and school leaders, and contribute to shaping the future of SEND provision across our schools.

You would be joining our Trust at an exciting time as we collaborate to plan and shape the future of our inclusive practice and provision. We work closely with many local authorities as our pupils may be supported by the Virtual School or Children's Services in areas far beyond the immediate area. Our SEND partnerships currently span three neighbouring local authorities. We work collaboratively, pro-actively and positively with our partners; aiming to influence, contribute to and shape provision for our children and families.

We are looking for a leader who shares our inclusive values, is knowledgeable, enthusiastic, and ready to make a Trust-wide difference.

Yours faithfully,

Catherine Reeves

OUR VALUES

Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

FAITH: TO NURTURE OUR BELIEF IN GOD.

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

SERVICE: TO LIVE OUT THE RESPONSIBILITIES OF OUR FAITH BY SERVING OTHERS.

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

ASPIRATION: TO ASPIRE TO FULFIL THE POTENTIAL OF EACH INDIVIDUAL, CREATED UNIQUELY IN THE IMAGE OF GOD.

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)
- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

COLLABORATION: TO WORK COLLABORATIVELY; SHARING AND FOSTERING THE STRENGTHS AND EXPERTISE OF ALL.

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.

SAINT OSCAR ROMERO

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

THE ROMERO PRAYER

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realizing that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.

JOB ADVERT

ASSOCIATE SENDCO

FULL TIME, TTO

SALARY: L7 – L12 (£60,125 – £67,898)

RESPONSIBLE TO: DIRECTOR OF SEND

MAIN LOCATION: ROMERO CENTRAL OFFICE WITH TRAVEL TO OTHER SITES

REQUIRED TO COMMENCE JANUARY 2027 OR EARLIER

Romero Catholic Academy Trust (Diocese of Salford) is committed to providing an outstanding Catholic education across all our academies. Rooted in faith, our mission is to nurture every child in their spiritual, academic, and personal growth.

We are seeking a knowledgeable, skilled and dedicated Associate SENDCO to support the Director of SEND in driving high-quality, inclusive SEND provision across our Trust. This role combines strategic leadership, operational delivery, and school-based support, working across multiple schools to ensure strong outcomes and full compliance with statutory responsibilities.

We Offer:

- The opportunity to shape and influence SEND provision at a strategic level, across 18 schools; supporting and guiding them through a period of exciting, national and local systemic change
- The opportunity to work with school SEND leadership teams who are committed, enthusiastic and values-driven
- Leadership development and coaching
- A supportive, collaborative Trust SEND team
- Access to high-quality CPD and national SEND networks
- Trust-wide wellbeing and benefits package , including Teachers' Pension
- Opportunities to lead Trust-wide projects and innovation

If you feel you have the skills and attributes we are looking for, then we would be delighted to hear from you. Please contact the HR Department on 01282 855500 or careers@romerocat.com to arrange an informal conversation with our Director of SEND, Catherine Reeves.

Please go to our website to apply and it will take you through to our recruitment sight, **My New Term:** www.romerocat.com

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date

Monday 15th June 2026

Shortlisting	Wednesday 17 th June 2026
Interview Date	Wednesday 24 th June 2026

ASSOCIATE SENDCO

JOB DESCRIPTION

JOB PURPOSE

The Associate SENDCO supports the Director of SEND in leading, developing, and quality-assuring SEND provision across the Trust.

The role blends:

- Strategic leadership (Trust-wide systems, policy, Quality Assurance, data)
- Operational delivery (SEND systems and processes, supporting with complex casework, recommending interventions)
- School-based support (inducting and coaching SENDCOs, modelling practice, training staff)

You will work across multiple schools, supporting leaders to deliver high-quality SEND provision and ensuring that statutory responsibilities are met.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

STRATEGIC SEND LEADERSHIP

- Trust-wide SEND Strategy: contribute to the design, implementation, and evaluation of the Trust's SEND strategic plans
- SEND data & performance: analyse Trust-wide SEND data (attainment, progress, attendance, behaviour, interventions) to identify emerging trends and priorities
- Policy & framework development: support the creation and review of Trust SEND policies and procedures, guidance documents, and standardised templates
- Quality Assurance: co-ordinate and participate in peer SEND reviews, monitoring processes, learning walks, and compliance audits across schools.
- Strategic planning: support the Director of SEND in planning annual priorities, CPD programmes, and resource allocation.
- Inspection preparation: supporting SEND leaders and schools to be ready for external review and inspection; understanding that Inclusion is at the heart of these frameworks.

OPERATIONAL SEND DELIVERY

- EHCP co-ordination: support schools with their Graduated Approach, oversee the tracking of requests for assessment, dip-sampling annual reviews, supporting with the adherence to statutory deadlines and liaison with local authorities.

- Provision Mapping: ensure consistent use of Trust-wide provision mapping tools and support schools to evaluate impact.
- Intervention oversight: ensure interventions are evidence-based, well-monitored, and aligned with pupil needs.
- SEND systems & compliance: ensure schools meet statutory requirements under the SEND Code of Practice and other appropriate statutory guidance and legislation.
- Case-work Support: support SENDCOs with complex cases, multi-agency meetings and personalised pathways.
- Transition planning: support schools to plan for effective transitions between phases, schools and specialist settings.

SUPPORT & CAPACITY BUILDING

SENDCO coaching: mentor SENDCOs, including new, acting, or aspiring SEND leaders.

- Facilitate continuing professional learning: design and deliver CPD on adaptive practice, SEND identification, interventions, and statutory responsibilities.
- Classroom support: model inclusive practice, support teachers/support staff with strategies, and help embed quality-first teaching for SEND learners.
- TA/SSA development: support the development, deployment, and training of support staff.
- Resource development: create Trust-wide resources, toolkits, and guidance materials.

MULTI-AGENCY & FAMILY ENGAGEMENT

- External Agency Liaison: work at a strategic level with a range of SEND and pupil support services including Educational Psychologists, Speech & Language/Occupational therapists, CAMHS, local authority SEND services, children's social care and health professionals.
- Parent/carer engagement and partnership: support schools to build strong, reciprocal relationships with families and carers.
- Complex Case Support: assist with high-needs pupils, managed moves, alternative provision, and reintegration plans.
- Safeguarding Alignment: ensure SEND and safeguarding processes are aligned, especially for vulnerable pupils.

ADDITIONAL SUPPORTING INFORMATION – SPECIFIC TO THIS POST

This post does not require a faith commitment within the Roman Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a

Catholic Education Service Contract.



ASSOCIATE SENDCO

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Reference (R)
Qualifications and Training		
Qualified Teacher Status	E	A / C
NASENCO/NPQ SENDCO/similar SEND leadership qualification	E	A / C
Evidence of recent and relevant training and development at leadership level	E	A / C
Experience		
Experience as a SENDCO or senior SEND practitioner	E	A / I / R
Experience of successfully supporting pupils with a wide range of needs	E	A / I / R
Experience of analysing data to drive improvement	E	A / I / R
Experience in a multi-academy trust, cross school or system-leadership role	D	A / I / R
Experience of working across a group of schools (primary/ secondary or all through schools) in a leadership role and ability to demonstrate positive impact	D	A / I / R
Experience with complex casework or alternative provision	D	A / I / R
Experience leading multi-agency meetings	D	A / I / R
Experience in the oversight and/or delivery of SEND specialist interventions	D	A / I / R
Knowledge, Skills and Abilities		
Deep understanding of the SEND Code of Practice and associated statutory guidance and legislation	E	A / I / R
A solution-focused, flexible and creative approach to barriers or challenges	E	A / I / R
Ability to work across multiple schools and contexts	E	A / I / R
In-depth knowledge of the wider educational agenda including current national policies and educational issues	E	A / I
Ability to inspire, challenge and motivate others and create effective teams	E	A / I / R
Ability to build positive, collaborative working relationships with a wide range of colleagues	E	A / I / R
Ability to use data and broader information to analyse the progress of pupils across a range of phases and settings	E	A / I
Knowledge of Catholic multi-academy trust governance and accountability	D	A / I
Personal Qualities		
Strong communication, coaching, and influencing skills	E	A / I

Willingness to work collaboratively and effectively with central team colleagues	E	I
A core commitment to inclusive, relational practice	E	A / I
A love of learning and a commitment to your own professional development	E	A / I
Highly organised, with an eye for detail	E	I
Willing to undertake training and development in order to maintain current knowledge	E	I
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	E	I
Self-awareness and ability to receive, and act upon, constructive feedback	E	I/R
Reliability, integrity and resilience	E	R
An excellent record of attendance and punctuality	E	R
Ability to understand, demonstrate and apply the Trust values and behaviours	E	I
Able to work flexibly with emotional resilience; approachable and grounded and able to make sound judgements even when under pressure	E	I / R
Able to take accountability and responsibility for own actions	E	I / R
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A/I
Commitment to health and safety	E	A/I
Essential car user	E	A
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	Director of SEND	Date: May 2026

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

ASSOCIATE SENDCO

HOW TO APPLY

If you would like to find out more about the position, please contact the HR Department on 01282 855500 or careers@romerocat.com

Please go to our website to apply and it will take you through to our recruitment sight, **My New Term - Romero Catholic Academy Trust | Welcome**

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