



THE SAINT JOHN HENRY NEWMAN  
CATHOLIC SCHOOL

# APPLICATION PACK SEN Family Liaison Officer

Ambition • Compassion • Courage

*Cor Ad Cor Loquitur*



## WELCOME FROM OUR HEADTEACHER

Dear Applicant,

Thank you for your interest in working at the Saint John Henry Newman School. I hope you find this information pack a useful introduction to our school. We are delighted that you see our school as a place where you can make an impact.

We are a Roman Catholic Comprehensive School for students aged between 11-18, with high ambitions and expectations for all. During their time at the school, we want all students to develop their passions and interests to enable them to make the most of their God-given talents.

We combine high expectations with effective working relationships between students and staff. This is underpinned by the caring and nurturing approach of our teachers, which provides a strong foundation for academic excellence and personal development, ensuring our students can thrive with happiness and confidence.

The Saint John Henry Newman Catholic School is at the heart of the community. We work hard to ensure that strong links are maintained with our local primary schools and parishes, so our students can fully understand their role within society.

Thank you for your interest in The Saint John Henry Newman School. My colleagues and I look forward to reviewing your application.

Yours faithfully,

David Carrasco-Morley

Headteacher



## INTRODUCTION OF OUR SCHOOL

The Saint John Henry Newman Catholic School serves the North Hertfordshire Catholic community, with its catchment extending into Bedfordshire, East Hertfordshire and parts of Cambridgeshire. Originally a sixform entry school, the intake was increased to 210 in 1999 and expanded to eightform entry in September 2015. There is a high retention rate in the Sixth Form and many students apply to join our Sixth Form from other establishments. Consequently, the School has grown in size from 830 in 1993 to approximately 1,621 students, including 410 students in the Sixth Form (as of September 2025). The School became an academy as part of the Diocese of Westminster Academy Trust in 2012 and has benefitted from considerable investment in its buildings, including a £3.5 million Sports and Performing Arts block (The Pavilion).



A major refurbishment of the school estate was completed in November 2023, with all blocks now open and fully operational. The development has provided new teaching accommodation, a dedicated Sixth Form suite, additional computer rooms and



significant improvements to the Library, Dining and Hall facilities. The new main block, known as the Mathew Block, was formally opened in January 2024. The redevelopment has transformed the school environment and enhanced facilities for both students and staff.

Our Mission Statement emphasises the practical nature of our religious character. We seek to offer a living Christian experience as a community in which each pupil is valued as an individual and is encouraged to achieve success in school life.

Our Chapel is a central part of school life, but it is in the daytoday operation of school life that the School sees its aims being fulfilled. We want students to enjoy the experience of being part of The Saint John Henry Newman Catholic School community, to gain in selfconfidence and to become young adults instilled with a sense of personal responsibility, social commitment and, hopefully, an awareness of their own distinctive spirituality. We want them to be equipped to change their world.

The pupil population is mostly Catholic and the School is heavily oversubscribed Although not all staff are Catholic (teaching staff 45.9% are Catholics), all maintain and support the distinctive Catholic nature of the School and support the Headteacher in





implementing the School Mission Statement. There are presently 90 members of teaching staff and a generous complement of support, technical, clerical and maintenance staff.

In Years 7 to 9 students follow a broad and balanced curriculum based on the National Curriculum. Students in Years 10 and 11 follow a core curriculum of English, Maths, Science and RE with three subject choices. At Key Stage 4 we encourage students to follow the EBacc where appropriate, and we offer a wide range of GCSEs. The creative subjects (Art, Drama, Dance and Music) are very popular options. We also offer a range of vocational courses for students for whom this is appropriate.



Our current provision offers vocational courses in Child Development, Catering and Sport. We have a large Sixth Form of approximately 410 students and there is a very wide range of Alevel provision. Advanced vocational courses are also offered in Art and Design, Production Arts, Digital Music Production, Music Performance, Applied Science, Sport and Health and Social Care.



The School has an excellent academic reputation. In recent years students have achieved strong GCSE and Alevel outcomes, with pass rates and high grades well above national averages. The pass rate for vocational courses has consistently been high. We are, however, conscious that we have the capacity to improve further and we are determined to do this on behalf of our students. Exam results, important though they are for opening doors in the future, do not alone determine success and happiness.

Therefore, we have a strong enrichment and wellbeing programme that encompasses every student and a comprehensive careers curriculum. We have been awarded the Kitemark for emotional health and wellbeing for our work supporting students, their families and staff.





The number of students entitled to free school meals is relatively low (7%) with 7.4% of students receiving Pupil Premium. The ethnic composition of the School's population reflects the community it serves. It is predominantly White British but with significant proportions of ethnic minority students, reflecting the Church's worldwide mission and the growing number of new migrants employed primarily in health care and scientific research. Attendance is above the national average with very low unauthorised absence figures.

A Diocesan Section 48 inspection in January 2026 concluded that we are an "Outstanding Catholic School".

The most recent Ofsted Short Inspection in July 2024 confirmed that the School continues to be judged Good, with inspectors noting that pupils are proud of their school, confident, courteous and eager to learn. Classrooms were described as calm and purposeful, relationships between staff and students are strong, and there is a tangible sense of community. Inspectors indicated that the evidence suggests the school could be judged Outstanding if inspected under the full graded framework.

We are looking to appoint individuals who will enjoy being part of this distinctive community and who will contribute to it by sharing their individual talents, character and commitment and, hopefully, sense of humour.

The Saint John Henry Newman School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to a satisfactory enhanced DBS check.



We operate at a very human level and recognise that it is our good and caring staff who sustain and develop our school. Our challenge is to maintain high quality provision, continue to improve, and above all honour the promise we make to every parent who chooses to send their child to our School: that each child will be recognised and valued for who they are and offered excellent learning opportunities in a safe, caring and inspirational environment.





# *Our* MISSION

*Inspired by our faith, hope and love in Christ,  
we build an inclusive Catholic community,  
striving to transform our world*

## Our Community Values Statement

- We belong to a community where everyone is valued, as **we do not prejudice or discriminate.**
- We belong to a community where everyone feels safe, as **we do not threaten, intimidate or harm others.**
- We belong to a community where diversity is respected, as **we celebrate difference and treat everyone equitably.**
- We belong to a community where success is celebrated, as **we encourage and support others to succeed.**
- We belong to a community where we can communicate our thoughts, feelings and ideas, and **we do this with integrity and sensitivity to the feelings of others.**
- We belong to a community where we can make mistakes, and **we seek dialogue and reconciliation to restore relationships.**
- We belong to a community which respects the environment around us, and **we take pride in and look after the school buildings and outdoor spaces.**
- We belong to a community which extends beyond the school walls, as **we live by these values out of school.**

Ambition • Compassion • Courage



## OUR CATHOLIC LIFE

*O Lord and Saviour, in your arms I am safe.  
Keep me and I have nothing to fear.  
I know nothing about the future, but I rely upon you.  
I leave it all to you, because you know and I do not.  
Help me to know you,  
to believe in you,  
to love you,  
to serve you,  
to always aim at bringing you glory,  
to live to you and for you,  
and to set a good example to all around me.  
Amen.*

Source: [John Henry Newman, 18011890](#) (Adapted)

The Catholic life of our school community continues to be at the core of everything that we do and to be the reason why our school exists. Our Students shine in every aspect of their lives; they are spiritual, powerful, creative and individual, each one of them inspired by God and talented beyond our comprehension and their own expectations. This is their time to discover who they are and what they could become, and our belief is that they could become anything that they wish to be - the page is blank. That is not to say that we have unrealistic expectations or aspirations for them, but it is to say that we believe that God's plans for them far exceed anything that they can imagine for themselves at this young age.

We believe that each child has his or her unique set of talents - these talents have been entrusted to him or her to be nurtured, developed and multiplied - not to be buried and forgotten. Each child must be given the time and support to become the person that God intended him or her to be. We believe in the need for developing selfrespect - valuing our own identity and uniqueness and taking pride in ourselves and our achievements - learning to love ourselves as the person God created us to be.

A great challenge to which we aspire every day...





## **BENEFITS OF WORKING AT THE SAINT JOHN HENRY NEWMAN CATHOLIC SCHOOL**

### **SUPERB WORKING CONDITIONS**

- Excellent transport links – close to the A1 and 30 miles to central London. Stevenage to London is just over 20 minutes on the train.
- Stevenage is an area with more affordable housing, than other areas of Hertfordshire. Staff also choose to live in the beautiful villages and market towns of North Hertfordshire.
- Secure free car parking for all members of staff
- Excellent staff facilities including free tea, coffee, microwaves and fridges in the staffrooms
- Staff association which provides gifts, flowers and cards for leavers and staff with significant life events
- Social activities e.g. Friday after school football, staff choir, staff book group, running club, Christmas party, informal nights out, staff pantomime
- Flu vaccinations for all staff
- Excellent teaching facilities with the new and refurbished buildings
- Supportive of flexible working
- Ensuring equality and diversity is a priority
- Governors focused on Staff wellbeing

### **A THRIVING COMMUNITY WHERE YOU CAN ENJOY TEACHING**

- Oversubscribed school with close link with the community and supportive parents
- Exemplary student behavior which is always commented on by visitors
- Extensive range of extracurricular activities and enrichment
- All teachers are issued with a laptop
- Workload is constantly being reviewed e.g. email protocols to reduce number of emails, assessment policy to reduce time spent marking
- Generous noncontact time



- Very large sixth form so many opportunities to teach this age group
- Lessons are taught by subject specialists
- Many opportunities to work with students and participate and support in local, national and international fundraising and awareness opportunities

### **A SERIOUS COMMITMENT TO PROFESSIONAL DEVELOPMENT**

- New staff induction program
- Performance Management that is focused on developing teacher's careers in the areas that they wish
- Bespoke professional development opportunities – Masters, NPQs, Educator Led Development Program, exam board training, in school opportunities to develop teaching and leadership, ECT and ECT + 1 program
- Whole school CPD focuses on teaching and learning and there are many opportunities for staff to become involved in the design and facilitating of INSET



## APPLICATION PROCESS

### How to apply:

This recruitment is managed by The Saint John Henry Newman School, in line with the latest guidance on safer recruitment. Please apply online at [www.teachinherts.ch](http://www.teachinherts.ch) or <https://mynewterm.com> or send your completed application form to [hr@jhn.herts.sch.uk](mailto:hr@jhn.herts.sch.uk). You can also contact us on 01438 314 643.

### Application Form:

Applicants must use the standard application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving your education. Include all the training you have completed. Application is done by Teach in Herts, CES or DfE application. However, we will ask successful applicants to backfill an official CES application form.

### Person Specification and Personal Statement:

When writing your personal statement, you must address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

### References:

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. If you have worked in a school previously one referee should be your last Headteacher.

### School Visits:

School tours are a standard part of the interview process. However, School visits are welcomed by prior arrangements. To arrange this, please contact Megan Mcdevitt [hr@jhn.herts.sch.uk](mailto:hr@jhn.herts.sch.uk) or by phone 01438 314643.

### Please Note:

Please note any job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed in the job description describe the post as it is at present, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The job description will be updated regularly in line with school's development plan.



## **JOB DESCRIPTION**

<b>Job title:</b>	SEN Family Liaison Officer
<b>Start Date:</b>	May/June 2026
<b>Hours:</b>	Part Time or Full Time – up to 37 hours per week (Monday – Friday) Term Time Only, plus 1 WEEK & 1 INSET Day
<b>Salary Band:</b>	H5.9 £27,254 FTE – salary will be pro-rata
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Miss Downing, Assistant Headteachery
<b>Department:</b>	SEND

This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed below describe the post as it is at present, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The job description will be updated regularly in line with school's development plan.

---

### **THE ROLE OF SEN FAMILY LIAISON OFFICER AT THE SAINT JOHN HENRY NEWMAN SCHOOL**

To liaise with parents/carers/guardians/support staff, students and external agencies to ensure that students with SEND are being supported appropriately and that this support is being reviewed.

#### **MAIN AREAS OF RESPONSIBILITY**

- To respond to queries from parents/carers/guardians/support staff of children/YP with SEND in school
- To signpost parents/carers/guardians to relevant members of staff, resources, external agencies and information where appropriate
- To arrange twice per year meetings with parents/carers/guardians of children/YP on our Inclusions Register
- To maintain accurate and up to date records of all meetings, ensuring all GDPR regulations are followed
- To make and/or support referrals to external agencies
- To liaise with new Year 7 parents at transition time to create student profiles
- To support the school's Year 7 transition process
- To deliver interventions such as Protective Behaviours and Social Stories, at the direction of the SENDCo

#### **EHCP REVIEWS AND STATUTORY PROCESSES**

- To coordinate and support, in liaison with the SENDCo, the planning, organisation and delivery of EHCP annual reviews, ensuring all stakeholders are engaged and statutory timelines are met
- To collate, quality assure and finalise EHCP review documentation, ensuring accuracy and compliance prior to submission to the Local Authority within required deadlines
- To maintain accurate records of EHCPs and monitor the completion of reviews and follow-up actions, ensuring all statutory paperwork is submitted and tracked appropriately



## PERSON SPECIFICATION

Essential	Desirable
<b>Skills, Qualification &amp; Knowledge</b>	
<ul style="list-style-type: none"> <li>▪ Experience of working in a busy administrative function</li> <li>▪ Excellent analytical and communication skills</li> <li>▪ Excellent record keeping</li> <li>▪ Ability to engage effectively and with professionalism with colleagues across the school</li> <li>▪ Proficient use of a range of computer systems including Microsoft Excel and Word.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in a similar role/ school setting</li> <li>▪ Experience working with young people who have special educational needs.</li> <li>▪ Experience of using school MIS systems like Arbor.</li> <li>▪ Knowledge and experience of EHCP &amp; annual review process</li> </ul>
<b>Personal</b>	
<ul style="list-style-type: none"> <li>▪ Genuine passion and a belief in the potential of every pupil</li> <li>▪ Resilience and determination</li> <li>▪ Sound judgement</li> <li>▪ Have an attention to detail and able to work with accuracy</li> <li>▪ Ability to communicate effectively and with a range of different people - staff, parents, pupils and other professionals</li> <li>▪ Ability to plan, monitor and evaluate work undertaken</li> <li>▪ Ability to work unsupervised and on own</li> <li>▪ Effective time management and organisational skills</li> <li>▪ Ability to work under pressure and reach deadlines</li> <li>▪ Ability to multitask</li> <li>▪ Adaptable and quick to learn</li> <li>▪ Commitment to equality of opportunity and the safeguarding and welfare of all pupils</li> <li>▪ Fully support for the School's aims, values and Catholic ethos</li> <li>▪ Demonstrate excellent attendance, punctuality and professional appearance</li> </ul>	

### EQUALITIES

Be aware of and support school policies that promote equality within and beyond the school community.

### HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

### DISCLOSURE & BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the preemployment checks.

### SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

You will ensure that child protection and the safeguarding of students are given the highest priority at all times.

The Saint John Henry Newman School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.



## **BENEFITS OF WORKING AT THE SAINT JOHN HENRY NEWMAN SCHOOL**

### **Superb working conditions**

- Excellent transport links – close to the A1 and 30 miles to central London. Stevenage to London is just over 20 minutes on the train.
- Stevenage is an area with more affordable housing, than other areas of Hertfordshire. Staff also choose to live in the beautiful villages and market towns of North Hertfordshire.
- Secure free car parking for all members of staff
- Excellent staff facilities including free tea and coffee and microwaves and fridges in the staffrooms
- Staff association which provides gifts, flowers and cards for leavers and staff with significant life events
- Social activities e.g. Friday after school football, staff choir, staff book group, running club, Christmas party, informal nights out, staff pantomime
- Child care voucher scheme
- Flu vaccinations for all staff
- Excellent teaching facilities with the new and refurbished buildings
- Supportive of flexible working
- Ensuring equality and diversity is a priority
- Governors focused on Staff wellbeing

### **A thriving community where you can enjoy teaching**

- Oversubscribed school with close link with the community and supportive parents
- Exemplary student behaviour which is always commented on by visitors
- Extensive range of extracurricular activities and enrichment – much of which takes place within the school day so there is no expectation to give up free time

- All teachers are issued with a laptop
- Workload is constantly being reviewed e.g. email protocols to reduce number of emails, assessment policy to reduce time spent marking
- Generous non-contact time
- Very large sixth form so many opportunities to teach this age group
- Lessons are taught by subject specialists
- Many opportunities to work with students and participate and support in local, national and international fundraising and awareness opportunities

### **A serious commitment to professional development**

- New staff induction programme – September-November
- Performance Management that is focused on developing teacher's careers in the areas that they wish
- Bespoke professional development opportunities – Masters, NPQs, Educator Led Development Programme, exam board training, in school opportunities to develop teaching and leadership, ECT and ECT + 1 programme
- Whole school CPD focuses on teaching and learning and there are many opportunities for staff to become involved in the design and facilitating of INSET



@thejhnschool



@thejhnschool

Ambition • Compassion • Courage

*Cor Ad Cor Loquitur*



@The Saint John Henry  
Newman School

Hitchin Road, Stevenage, Hertfordshire SG1 4AE Tel: 01438 314643 email: [admin@Jhn.herts.sch.uk](mailto:admin@Jhn.herts.sch.uk) • [www.jhn.herts.sch.uk](http://www.jhn.herts.sch.uk)