

**ASSISTANT SENDCO AND TEACHER OF  
DESIGNATED PROVISION**

# **CANDIDATE PACK**



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# CONTENTS

<b>LETTER FROM THE HEADTEACHER.....</b>	<b>3</b>
<b>SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL.....</b>	<b>4</b>
<b>TCAT VISION.....</b>	<b>6</b>
<b>JOB DESCRIPTION.....</b>	<b>7</b>
<b>PERSON SPECIFICATION.....</b>	<b>10</b>
<b>HOW TO APPLY.....</b>	<b>1</b>



# WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for taking the time to apply for the Assistant SENDCO and Teacher of Designated Provision vacancy.

High Expectations, High Aspirations and High Standards are what we firmly believe in and it is 'Through God, We Care' about each and every individual young person, to ensure that they will succeed. As a school, we are on an exciting journey where we provide colleagues with many opportunities to develop and grow. We are 'The Boteler Family' and in joining our school you will be working with a team of committed, dedicated professionals who live our vision and values in everything they do.

We are looking for an individual who is passionate about improving the life chances of the young people in our community and who will go above and beyond to ensure that our students get the best possible education. Hope, Compassion and Endurance are the three Christian Values which are at the centre of everything we do. We are looking for someone who will contribute to our high standards and outcomes with these core values as the foundations of policy and practice.

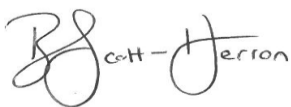
The students will always come first and they are the 'heartbeat' of our school. We pride ourselves on excellent relationships and we foster these to always ensure our students achieve.

Our ideal candidate will be an inspirational individual who has real impact and is committed to changing lives on a daily basis. They will be fully committed to our ethos, vision and values and be a proactive member of 'The Boteler Family' having a love of learning and that determination to see students flourish.

We were graded 'Good' by Ofsted in 2021. [Click here](#) to read the report.

If you share our commitment to educational excellence and improving the outcomes and life chances for our young people and you want to be an integral part of our success, then I look forward to hearing from you.

Yours faithfully



Beverley Scott-Herron  
Headteacher



# SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

Sir Thomas Boteler Church of England High School was founded in 1526 and became a Voluntary Aided Church of England High School in 2002. We are part of the Diocese of Liverpool and Chester and have a Christian Ethos founded upon Anglican beliefs and practices.

We are a founder member of The Challenge Academy Trust (TCAT) and converted in June 2017. TCAT is made up of 6 Primary Academies, 7 Secondary Academies and one 6th Form Academy/College.

- Appleton Thorn Primary School
- Beamont Collegiate Academy
- Bridgewater High School
- Broomfields Junior School
- Dallam Community Primary School
- Great Sankey Primary School
- Meadowside Community Primary School
- Padgate Academy
- Penketh High School
- Penketh South Primary School
- Priestley College
- Sir Thomas Boteler Church of England High School
- South Wirral High School
- The Sutton Academy

TCAT continues to go from strength to strength and there are a vast range of opportunities for staff from the separate academies to get involved in CPD and or leadership opportunities and development.

We have many strengths as a school and the most important one for us is the relationship with have within the school community and those with our families. We also are extremely strong in Performance Arts and especially Music. We are recognised nationally for our World Music programme and we are skilled in spotting and nurturing talent. We are a "Good Church School with Outstanding Leadership and Management" (OFSTED 2021 and SIAMS 2017) and our ethos, vision and values are extremely powerful. We lead with a strong moral purpose and the students are at the very centre of all our decision making. Our positive relationships are always visible and we have Highest Expectations, High Aspirations and High Standards in everything we do.

We place our young people at the heart of everything we do, investing in them so they feel confident, encouraged and motivated to excel. Success looks different for every individual, we harness, and we celebrate this at every opportunity

Our ethos underpins every aspect of school life; we seek to provide each student with the opportunity to attain their full potential and provide them with an essential toolkit of skills and qualifications to achieve their goals, fulfill their aspirations and succeed on their chosen pathway.

We are a vibrant school community who want all our young people to succeed at the highest level.

# “THROUGH GOD, WE CARE”

## WE CARE ABOUT THE 4CS

- **CHRIST** we live by our Christian values of Hope Compassion and Endurance
- **CREATION** we encourage everyone to respect and become stewards of God’s creation
- **COMMUNITY** we respect all members of the school and wider community and celebrate our differences. We strive to serve the needs of others
- **CHILD** we show that every child is loved by God and valued by all. We strive to meet their social, spiritual, educational and physical needs

As Headteacher I live by these words of scripture “I am the good shepherd, the good shepherd lays down his life for his sheep” John 10:11. There is nothing I will not do for ‘The Boteler Family’ to secure its happiness and success. We have a very strong moral purpose and pride ourselves on our three Christian values of Hope, Compassion and Endurance. We will always stand firm in our beliefs and remain resilient, always being positive and focusing on solutions.





**SIR THOMAS  
BOTELER**  
CHURCH OF ENGLAND HIGH SCHOOL  
THROUGH GOD, WE CARE

PART  
OF  
THE



THE  
CHALLENGE  
ACADEMY  
TRUST

# OUR VISION



TCAT will provide exciting and inclusive opportunities for every single learner entrusted into our care, from early years through to adulthood.

Learners will receive an outstanding modern education, from motivated and talented staff, supported by innovative and collaborative partnerships.

TCAT will provide an environment where every learner is nurtured, challenged and inspired to achieve the very best for themselves and their communities.

[WWW.TCAT.UK.COM](http://WWW.TCAT.UK.COM)

SERVE | CHALLENGE | EMPOWER

# JOB DESCRIPTION

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**POST:** **Assistant SENDCO and Designated Provision Teacher**

**SALARY RANGE:** **M1 to UPS3 (£32,916-£51,048) plus TLR 2b (£5,872)**

**RESPONSIBLE TO:** **SENDCO**

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## JOB PURPOSE

To support the strategic and operational leadership of SEND provision across the school, with specific responsibilities as the Designated Teacher for Children in Care (CiC) and to teach in the Designated Provision for Cognition and Learning. The post holder will lead on intervention planning, curriculum access and personalised support for students with SEND, SEMH needs and other barriers to learning, ensuring all students achieve their potential.

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## GENERAL RESPONSIBILITIES

1. Set high expectations, aspirations and standards in terms of:
    - Teaching and learning
    - Relationships with students, parents, colleagues and members of the community, engaging them all in the learning process
    - Personal standards of conduct, appearance, punctuality and attendance.
    - Compliance with all school policies
  2. Promote the vision and values of Sir Thomas Boteler Church of England High School through the mission statement of 'Through God, We Care' and 'High Expectations. High Aspirations and High Standards – You will succeed'.
  3. Promote the vision of The Challenge Academy Trust (TCAT)
  4. Meet the Teacher Standards.
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## SPECIFIC RESPONSIBILITIES

### Strategic Development and Leadership

- Support the SENDCO in implementing and reviewing the school's SEND policy and improvement plans.
- Contribute to self-evaluation and quality assurance processes for SEND and inclusion.
- Deputise for the SENDCO as required, including leading meetings and representing the school with external stakeholders.
- Promote a whole-school ethos of inclusion, neurodiversity celebration and equality of opportunity.

## Teacher in the Designated Provision

- Support the Designated Provision Lead Teacher by working in collaboration with them both at a strategic and operational level.
- When required, support in the design, implement and review a structured bespoke curriculum for the Designated Provision, which could include: ASDAN, Entry Level Certificates, Life Skills and Personal Development.
- Ensure students are receiving the correct support in the way of interventions required to meet the needs of an EHCP
- Monitor student academic progress, and behaviour to evaluate provision impact.
- Maintain a safe, purposeful and inclusive learning environment within the Designated Provision
- Provide support and guidance to Teaching Assistants in the Designated Provision.

## Children in Care (CiC)

- Serve as the **Designated Teacher** for Children in Care and previously Looked-After Children.
- Work closely with the Pastoral Team and Virtual School to identify need and ensure appropriate support is in place.
- Attend and contribute to Personal Education Plan (PEP) meetings and prepare relevant documentation in advance.
- Monitor academic, social and emotional progress of CiC students and advocate on their behalf.

## Teaching, Learning and Curriculum Access

- Support with the high-quality teaching across subjects to meet diverse needs.
- Model inclusive classroom practice and collaborate with subject teams to improve curriculum accessibility.
- Support and identify strategies relating to literacy, numeracy and digital skill development for identified students.
- Support high standards of Quality First Teaching (QFT) across the school.

## SEND Systems, Compliance and Administration

- Maintain up-to-date SEND records including the SEND Register, Provision Maps, Pupil Profiles and IEPs.
- Contribute to and lead where appropriate the Annual Review and EHCP application processes.
- Manage documentation for multi-agency collaboration and ensure compliance with the SEND Code of Practice.

## Student Assessment and Intervention Monitoring

- Use assessment data to inform planning and evaluate the effectiveness of interventions.
- Monitor and track the progress of SEND and vulnerable pupils and identify areas for improvement.
- Support the deployment and resourcing of support staff based on data analysis.

## External Agency and Family Engagement

- Liaise with external professionals including Educational Psychologists, SALT, CAMHS, OT and Social Care.
- Coordinate and attend multi-agency meetings and support the development of collaborative care plans.
- Lead regular communication with parents/carers and coordinate parental engagement events focused on SEND and inclusion.

## Staff Development and Coaching

- Provide CPD, training and coaching to staff on inclusive practice and SEND strategies at Departmental and Whole School level.
- Support staff in adapting their teaching to meet the needs of students with additional needs.
- Observe lessons and provide constructive feedback to improve inclusive pedagogy.

## Transitions and Reintegration

- To support on transitions for SEND students across key stages and into/out of the SEND resource base.
- Liaise with feeder schools and post-16 providers as needed to support smooth and informed transitions.
- Design reintegration plans for students returning to mainstream provision.

## Shared Responsibilities

- Promote and safeguard the welfare of all students in line with statutory guidance.
  - Lead attend and contribute to:
    - Annual Reviews
    - Planning and review meetings
    - PEP and multi-agency meetings
    - Parents' evenings and school events
    - TCAT network events
  - Keep up to date with national developments in SEND education and inclusion.
  - Participate fully in appraisal and continuing professional development (CPD).
  - Uphold the school's Christian values and inclusive ethos.
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## Line Management Responsibilities

- Teaching Assistants (as delegated)
  - Responsibilities assigned by the SENDCO
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## EVENTS TO ATTEND

- Progress, Assessment and Curriculum meetings
  - Department meetings
  - Planning meetings
  - Staff meetings
  - Parents' meetings/evenings
  - Open Days/Weeks and Open Evening
  - TACT based events
  - Other school events and meetings as directed by the Headteacher
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**The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher to include responsibilities commensurate with the salary and job title.**

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>TRAINING AND QUALIFICATIONS</b>		
Qualified Teacher status	✓	
Specialist SENCO qualification or working to/willing to undertake the qualification		✓
Recent participation in a range of relevant training	✓	
<b>FAITH STATUS</b>		
Committed to implementing the school's Christian vision and values	✓	
Actively involved in the life and worship of a church, as recognised by churches Together in England		✓
<b>EXPERTISE</b>		
At least 3 years working with children with SEND	✓	
Leading and managing staff		✓
Coordinating multi-agency work with children	✓	
Leading and managing effective strategies to raise attainment	✓	
Leading effective strategies with other staff to improve their teaching and raise achievement	✓	
Developing effective relationships with external partners to enhance student outcomes	✓	
Developing effective partnerships with other curriculum areas to enhance student outcomes	✓	
<b>LEADERSHIP AND MANAGEMENT EXPERIENCE</b>		
Middle leadership experience		✓
Evidence of impact on students' progress and attainment	✓	
Experience of supporting effective strategies with staff to improve teaching and learning and raise attainment		✓
Experience of developing effective relationships with external partners to enhance student outcomes	✓	
Experience of developing effective partnerships with other curricular areas to enhance student outcomes	✓	
<b>PERSONAL SKILLS AND ATTRIBUTES</b>		
Excellent attendance	✓	

Excellent punctuality	✓	
Enthusiasm and passion for teaching young people	✓	
Empathy for and understanding of young people	✓	
Committed to inclusive education	✓	
Willingness to contribute to the wider life of the school	✓	
Excellent communication skills	✓	
Excellent interpersonal skills	✓	
Has integrity	✓	
Is reliable	✓	
Able to reflect on and improve own practice	✓	
Has resilience in all circumstances	✓	
Has a sense of humour	✓	
<b>PROFESSIONAL SKILLS, KNOWLEDGE AND UNDERSTANDING</b>		
Effective teacher	✓	
Ability to analyse and interpret data	✓	
Knowledge of national policies, priorities and statutory frameworks	✓	
Application of ICT to teaching, learning and management	✓	
Managing staff and HR issues		✓
Securing and effectively deploying finance and resources		✓
Committed to inclusive education	✓	
Committed to partnership working	✓	

**‘ALL SCHOOLS SHOULD BE LIKE BOTELER.  
I HAVE WITNESSED/EXPERIENCED WHAT IT TRULY MEANS TO  
ENABLE ALL STUDENTS TO ACHIEVE SUCCESS; TO MAKE REAL,  
GENUINE CHANGE THAT STARTS WITH A COMMITMENT NOT TO LET  
ANY CHILD SLIP THROUGH THE NET.’ - LIZZIE HAZELDINE, STUDENT TEACHER**

# APPLICATION PROCESS

Please visit our school website vacancy page to apply online [www.boteler.org.uk/vacancies](http://www.boteler.org.uk/vacancies)

If you have any questions regarding the vacancy, please contact:

**Miss Jenny Muckley**  
**HR Manager/Headteacher's PA**  
**Sir Thomas Boteler Church of England High School**  
**Grammar School Road**  
**Warrington**  
**Cheshire**  
**WA4 1JL**

Telephone: 01925 636414

Email: [jmuckley@boteler.org.uk](mailto:jmuckley@boteler.org.uk)

**[WWW.BOTELER.ORG.UK/VACANCIES](http://WWW.BOTELER.ORG.UK/VACANCIES)**





# SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE



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