

CHRIST THE KING CATHOLIC HIGH SCHOOL



HEAD OF YEAR 7 AND ASSISTANT SENDCO
(NON – TEACHING)

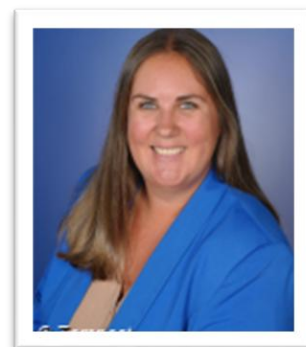
Application Pack





Welcome

I would like to welcome you warmly and thank you for expressing an interest in the post of Head of Year 7 and Assistant SENDCo. At Christ the King, we believe we provide a rich educational environment for each student. We also believe that the traditional values of courtesy and consideration are essential and, hence, our community is ordered, structured and well-disciplined but within a framework of caring for each individual.



Christ is at the heart of our school. Our school motto "Love one another as I have loved you" (John,15) resonates with our distinctiveness as a Catholic school and our students are at the very heart of everything we do. We do this through our approach modelling "THE CTK WAY" and coupling this together allows students to grow academically, socially and in their faith. The young people in our care reflect what we stand for, as one Year 10 student eloquently described 'We are a family. We are the Body of Christ'.

Inspectors noted from a recent RE and Catholic Life Section 48 report that: *'The quality of provision for Catholic Life is outstanding. The school has a distinctive and undeniable Catholic identity which is lived out by staff and students'*

(Section 48 March 2022)

The dedicated staff are well supported by the experienced Governing Body. Our aim to achieve the best possible education for all our children can only be realised in partnership with parents/carers and the community. We are always willing to meet, talk and discuss the progress of students in school to ensure the best possible education can be delivered. Please make an appointment if you wish to speak to a member of staff.

Mrs C Jones
Headteacher



Letter to Applicant

Dear Applicant,

Thank you for your interest in our recent advertisement for the post of **Head of Year 7 and Assistant SENDCo** at Christ the King Catholic High School. This exciting new role is central to our ongoing commitment to inclusion and to meeting the needs of our growing number of students with SEND. We are seeking a warm, approachable and highly organised individual who will work closely with the Assistant Headteacher for Pastoral Care and the SENDCo to ensure a positive, supportive and smooth transition into secondary school for both students and their families. If you would like to find out more about this rewarding role, we would be delighted to welcome you for a visit to our wonderful school.

Application

If you wish to apply, please complete the application on My New Term.

Closing Date

Please ensure that your completed application arrives no later than 9am on Friday 01 May 2026. We will not be able to accept applications received after the closing date.

Shortlisting

Shortlisted candidates will be informed, and details of the selection process will then be sent out by email.

Selection Process

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed. Interviews will take place w/c Monday 11 May 2026.

If you require any further information about this post please contact our Business Manager, Mrs A Leaver at aleaver@ctk.lancs.sch.uk.

Your sincerely,

A handwritten signature in black ink that reads 'C Jones'.

Mrs C Jones
Headteacher



General Information

Above everything else, Christ the King Catholic High School and our faith lies at the heart of all that we do. We have worked hard to develop a strong Catholic ethos and we take pride in the impact that we have on the life chances of our students, particularly those who are the most disadvantaged by their circumstances.

We serve an area of significant social disadvantage. Around 44% of our student population is eligible for pupil premium. The overwhelming majority of students who attend our school travel by bus from inner-city social housing estates. At Christ the King we are very proud to be such an inclusive and welcoming school.

Attainment on entry is significantly below average and many of our students come from families with significant and complex needs. As a Catholic school we are extremely proud of our success in securing valuable progression routes for almost all students. A number of students access highly successful alternative provision; the large majority of them secure jobs or apprenticeships as a result.





General Information

Thank you for your interest in joining Christ the King Catholic High School. This is an exciting time to become part of our community.

Since September 2022, the school has undergone a period of rapid and focused improvement, driven by strong and collaborative governance. Governors and senior leaders have worked closely together with a shared vision, clear priorities and a determination to strengthen every aspect of school life.



Following the Ofsted inspection in 2022, leaders acted swiftly and decisively to enhance safeguarding, improve behaviour, increase students' engagement in learning and raise the overall quality of teaching. This momentum has continued as we entered a new chapter in January 2024, becoming an academy and joining the Mater Ecclesiae Catholic Multi Academy Trust. As part of this family of Catholic schools across Preston, we continue to grow in partnership, guided by our mission of being *One Family in Christ*.

Under new leadership, the school is firmly grounded in its Catholic identity, placing Christ at the centre of all we do. High expectations, strong pastoral support and a commitment to excellent teaching ensure that every child is known, valued and able to flourish spiritually, academically and personally.

Our standards continue to rise. Behaviour expectations are high, relationships are positive and purposeful, and our learning culture grows stronger each day. We serve around 400 students aged 11–16 and play an important role within the Catholic community of Preston, with strong and developing links across our Trust and with local primary schools.

Attendance, punctuality and behaviour remain key priorities, supported through targeted strategies that work in partnership with students and families. These approaches are helping to secure consistent improvement and ensure that every student is ready to learn, thrive and achieve their full potential.

We are a school with ambition, integrity and a deep sense of purpose. If you share our commitment to nurturing young people and contributing to a joyful, faith-filled learning community, we would be delighted to receive your application.



Job Description

HEAD OF YEAR 7 and ASSISTANT SENDCo

Christ the King Catholic High School

‘Love one another as I have loved you’ (John, 15)

We believe that Jesus Christ and his Gospel Call – to love God and love all people – are at the heart of what we do. He inspires us as children of God, to uphold the dignity of each individual. We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.

SAFEGUARDING

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

JOB TITLE: Head of Year 7 & Assistant SENDCo
ACCOUNTABLE TO: Assistant Headteacher (Pastoral) & SENDCo
GRADE: NJC Grade 7 - SCP19- 25 (£32,061- £36,363) FTE

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He inspires us, as children of God, to uphold the dignity of each individual.

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HEAD of YEAR 7 and ASSISTANT SENDCo JOB DESCRIPTION



1. HEAD of YEAR 7

Key Responsibilities

Be responsible for the leadership and management of their team of tutors as they seek to support the academic, social, emotional and spiritual development of the students as they transition to secondary school, within the context of the school's aims and objectives as they relate to our School Mission Statement.

Specific Duties

Set high expectations which inspire, motivate and challenge students

Student Progress

- To promote high standards and expectations amongst students in relation to all aspects of their school life such as attitude and preparation for learning, behaviour, attendance, punctuality and appearance through the development of effective strategies in line with our rewards and sanctions and Behaviour Policy
- To make effective use of assessment data to support the academic progress of students in line with whole school practice
- To monitor students' progress and academic performance in relation to targets set for each individual in each curriculum area, producing evaluative reports for as required
- To develop effective strategies for supporting and challenging students within the Year Group who are underachieving, including parental contact, counselling etc. by liaising with Heads of Departments, to support individual students through counselling and working with other agencies – internal and external – to meet the needs of those students facing difficulties
- To provide reports on individual students as required for a variety of purposes such as disciplinary procedures
- To contribute to the development and implementation of a reward system for students who are achieving well
- To contribute to the monitoring and evaluation of student progress across the school
- To develop and maintain effective student records in line with whole school policy
- to ensure effective communication, as appropriate, with the parents/carers of students, particularly in relation to academic progress
- Liaise with home/other agencies to organise work for students unable to attend school
- To undertake appropriate safeguarding training within the pastoral network of CtK

Leading, developing and enhancing the role of Form Tutors

- To lead a team of tutors to support the academic, social, emotional and moral progress of students throughout the curriculum, particularly in the planning, implementation and evaluation of tutor programmes and activities
- To monitor and support the work of all tutors within the team, to ensure consistency in the application of policies and the achievement of the highest standards
- To ensure the effective use of the data by tutors so that follow-up procedures are adhered to and that appropriate action is taken where necessary, for example, in the identification of underachievement
- To coordinate/plan Year group assemblies
- To ensure that tutors within the team are following policies designed to support the progress and education of students, particularly those relating to equal opportunities, inclusion and special educational needs
- To contribute to Appraisal targets where relevant in respect of the tutoring role
- To promote the professional development of staff in issues relating to the guidance of students
- To manage Tutor Team meetings,
- To promote teamwork and to motivate staff to ensure effective working relations
- To support and challenge staff in their work within their tutoring role on a day-to-day basis,
- To seek/implement modification and improvement where required within the relevant tutor team with approval sought and given
- To help ensure that all members of the tutor team are familiar with its aims and objectives in relation to tutoring
- To induct new tutors into routines and practices in line with our pastoral programme



Additional duties

- To act as a role model for colleagues within your team and our school as a whole
- To be responsible for a duty team at break
- To be responsible for the organisation of relevant parents' consultation and information evenings
- To liaise with and visit primary schools as required to gather Year 6 Student Profile Data
- To work with relevant staff to plan, organize and oversee Year 6 Induction

2. Assistant SENDCo

Key responsibilities

To work closely with the SENDCo to ensure students with SEND including those with EHCP's, complex needs, EAL and other vulnerable groups receive the high-quality provision needed to support them in achieving their full potential.

Specific Duties

To be responsible to SENCo.

To work in accordance with the School & Academy Policy on SEND.

Student Progress

- To manage transition arrangements from KS2 to KS3
- To organise all induction visits for identified students.
- To monitor students in Year 7 after transition.
- To review and construct IEPs and passports for these students.
- Assist with the Year 7 EHCP consultation process.
- To manage and coordinate the annual review process for students with an EHCP.
- To assist with staff deployment for student support.
- To attend primary liaison meetings to review transition activities for vulnerable/SEN students.
- To coordinate and liaise with external agencies as required.
- To attend review meetings for identified students as appropriate.
- To work collaboratively and cooperatively with the subject teachers in the planning, and assessment of students' progress:
- To screen / assess students for Examination Access Arrangements and complete the necessary JCQ paperwork
- Where applicable, provide cover for the alternative provision offered at the school leading interventions and lessons with students who are struggling to access mainstream education

Additional duties

- To organise the SEND Department preparation for the New Intake Parents' Evening and/or events
- To attend Prospective Parents' Evenings and New Intake Parents' Evenings to advise parents of SEN/vulnerable children.



***The applicant will be required to safeguard and promote
the welfare of children and young people.***

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.



Person Specification

Christ the King Catholic High School is committed to safeguarding and promoting the welfare of our students and expects all staff to share this commitment.

Head of Year 7 and Assistant SENDCo

Person Specification/Selection Criteria

Criteria	Status		Source *		
	Essential	Desirable	A	I	R
Excellent numeracy/literacy skills equivalent to NVQ Level 2 in English and Maths or recognised equivalent.	✓		A		
Have a Level 5 Assistant SENDCo qualification or willingness to complete.	✓		A		
Extensive experience as a SEND HLTA or TA	✓		A		
Experience of working with students with additional needs.	✓		A	I	R
Have strong knowledge of SEND legislation (SEND Code of Conduct etc)	✓		A		R
A good understanding of curriculum/pastoral matters and areas of learning e.g. literacy, numeracy, phonics or barriers to learning and the ability to identify/plan necessary interventions	✓		A		R
Understanding of principles of child development and learning processes	✓		A	I	
Ability to track and analyse data (both pastoral & academic) plan effective actions for students at risk of underachieving and develop curriculum resources for SEND students	✓		A	I	
Excellent communication skills with well-developed interpersonal skills to be able to relate well to a wide range of people.	✓		A	I	R
Ability to manager own workload to meet deadlines, use own initiative with good organising, planning and prioritising skills and be methodical with good attention to detail.	✓		A	I	R

* A: Application I: Interview

R: References



CEO Welcome

Thank you for your interest in the role of Head of Year 7 and Assistant SENDCo at Christ the King Catholic High School, which is part of Mater Ecclesiae Catholic Multi Academy Trust.

It gives me great pleasure and excitement to welcome you to our growing, dynamic family of Catholic schools. Mater Ecclesiae is one of three Catholic multi academy trusts created by the Diocese of Lancaster to play an important part in shaping Catholic education across the Diocese.

The Trust currently consists of seven primary schools and one secondary school. In line with the bishop's vision for schools across the Diocese of Lancaster and following a hugely successful first year, we are due to grow to 13 schools before the end of the calendar year, when we will be delighted to welcome five more primary schools into the Trust. When fully formed, the Trust will consist of 20 primary schools and 3 secondary schools covering the Preston and rural Preston area.

This is a fabulous opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in education and working to improve the life chances of our children and young people.

The Trust currently serves over 2300 pupils and employs over 360 staff across our schools. The context of our schools means almost half of our secondary pupils and a third of our primary pupils' experience challenges based on socio-economic and deprivation-associated factors. Our aim is to expertly deliver an ambitious Catholic curriculum that opens hearts, broadens horizons and accelerates social mobility.

The core principles of the Trust are to educate the whole person, striving for excellence and working together as 'One Family in Christ', serving others. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all the children and young people develop a sense of 'compassion, confidence and community' and reach their full potential by realising their God-given talents.

Our Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. Our core values of Compassion, Confidence and Community underpin all our relationships, between staff, pupils, families, parishes and local communities.

For more information on our Trust, please visit <https://mater-ecclesiae-trust.co.uk/>. We look forward to hearing from you.



Yours faithfully,

Peter Duffy

Chief Executive Officer



Our **Vision**

We are **'One Family in Christ'** serving the family of Catholic schools in the Preston area, under the patronage of Mary the Mother of the church - Mater Ecclesiae.

Our vision is to work together to meet the needs of all and strive for excellence. Within our family, members of our community are loved and valued as unique individuals made in the image of God. They are respected and cherished and given every opportunity to grow together.

As **'One Family in Christ'** we embrace, celebrate and inspire our diverse communities to achieve their full potential.

Our **Values**

One family in **Compassion**
One family in **Community**
One family in **Confidence**



One Family in Christ



Mission Statement

"Love one another as I have loved you" (John, 15)

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual.

We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.



CHRIST THE KING CATHOLIC HIGH SCHOOL

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