



ELLESMERE PORT

Catholic High School

"I have come so that they may have life and have it to the full"

JOHN 10:10

Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

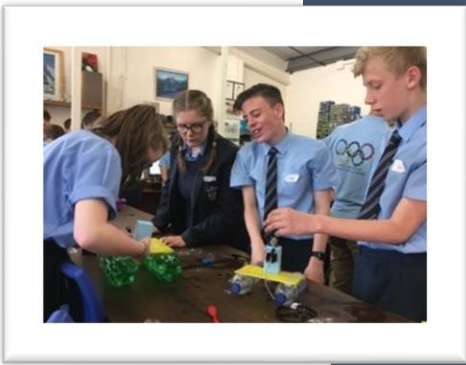
Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile
Headteacher

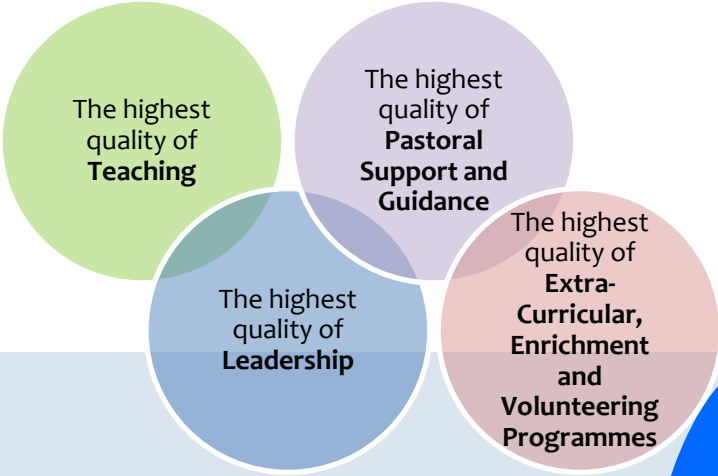


Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



“Leaders and staff place as much emphasis on pupils’ personal development as they do on academic achievement. Most pupils are confident and well-mannered.”

Ofsted June 2021



With 948 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

Our Vision

Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



SENCO Required for September 2024 Teacher's Pay Scale

In addition to the above, we offer an employee assistance programme to you and your family, continued professional development, an excellent staff wellbeing programme, and an attractive pension scheme.

Governors are seeking to appoint a well-qualified, talented, and experienced SENCO to join our hardworking and committed team.

This is a key appointment and represents an excellent opportunity for a quality practitioner wanting to develop their career. There will be strong professional development opportunities for the successful candidate in teaching and learning and leadership.

Further information and application forms can be obtained from the school website www.epchs.co.uk or by contacting the school on 0151 355 2373. Please send completed application forms to Human.Resources@epchs.co.uk for the attention of Miss T Moore.

Visits to the school prior to application are welcome; please contact the school to arrange.

Closing date: **9.00am Monday 8th July 2024**

Interviews: **Friday 12 July 2024**

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure.

EPCHS is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check and online Google search.

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: admin@epchs.co.uk www.epchs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons





ELLESMERE PORT CATHOLIC HIGH SCHOOL

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June 2024

Dear Colleague,

I am delighted that you are interested in the SENCO vacancy at Ellesmere Port Catholic High School. This is a full-time permanent post to start from the 1st September 2024. The post is of great importance to us as a team, as it will offer the successful candidate the opportunity to contribute to our already highly ambitious school as we move forward our provision towards 'good' in the very near future.

As you will see from the job description, the roles and responsibilities encompassed within the position will provide the post holder with the opportunity to make a departmental and whole-school impact and gain excellent professional development.

In appointing to this post, we are looking for a colleague who has:

- A dynamic, innovative, and creative approach with excellent interpersonal skills.
- The learner at the centre of their vision.
- Excellent classroom practice.
- An absolute commitment to achieving excellent standards at Ellesmere Port Catholic High School.

The successful candidate will be:

- Welcomed into a caring Catholic school community.
- Commitment to your continued professional development
- Strong, effective leadership and vision
- An exciting and challenging professional opportunity and the chance to make a difference.
- Committed and supportive governors

If you are interested in applying for this post, please write a letter of no more than two sides of A4, detailing the following:

- How your experience so far has prepared you for this post.

The closing date for the receipt of applications is 9.00am Monday 8th July 2024. Completed letters and application forms should be marked for the attention of the Headteacher and either posted to the school address or e-mailed to Human.Resources@epchs.co.uk

Interviews are scheduled to take place on Friday 12th July 2024.

I look forward to reading your application and wish you every success.

Yours sincerely,

Mrs C Vile
Headteacher

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Job Description

Special Educational Needs Coordinator (SENCO)

Ellesmere Port Catholic High School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Reporting to: Headteacher/Assistant Headteacher

Responsible for: SEN Co-ordinator, Oasis Teachers, Intervention Manager & Dyslexia Teacher.

Main purpose:

- The SENCO, under the direction of the headteacher, will:
- Determine the strategic development of special educational needs (SEN) policy and provision in the school.
- Be responsible for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual students with SEN or a disability.
- Provide professional guidance to colleagues, working closely with staff, parents, and other agencies.
- The SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD.
- While the SENCO will have responsibility for the oversight of provision for students with SEN or a disability, class teachers will hold responsibility for the day-to-day education and support of students within their classroom.

Duties and responsibilities:

Strategic development of SEN policy and provision

- Have a strategic overview of provision for students with SEN or a disability across the school, monitoring and reviewing the quality of provision.
- Contribute to school self-evaluation, particularly with respect to provision for students with SEN or a disability.
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice.
- Evaluate whether funding is being used effectively and suggest changes to make use of funding more effective.
- Support other members of SLT to ensure SEN priorities are key in each area.
- Designated Teacher.

Operation of the SEN policy and co-ordination of provision

- Maintain an accurate SEND register and provision map.



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- Provide guidance to colleagues on teaching students with SEN or a disability and advise on the graduated approach to SEN support.
- Advise on the use of the school's budget and other resources to meet students' needs effectively, including staff deployment.
- Be aware of the provision in the local offer.
- Work with early years providers, other schools, educational psychologists, health and social care professionals and other external agencies.
- Be a key point of contact for external agencies, especially the local authority (LA)
- Analyse assessment data for students with SEN or a disability
- Implement and lead intervention groups for students with SEN and evaluate their effectiveness.
- Work with the Headteacher in responding to the LA consultation process for students with EHCP

Support for students with SEN or a disability.

- Identify a student's SEN.
- Co-ordinate provision that meets the student's needs and monitor its effectiveness.
- Secure relevant services for the student
- Ensure records are maintained and kept up to date.
- Review the education, health, and care plan (EHCP) with parents or carers and the student.
- Communicate regularly with parents/carers.
- Ensure if the student transfers to another school, all relevant information is conveyed to that school, and support a smooth transition for the student.
- Promote the student's inclusion in the school community and access to the curriculum, facilities, and extra-curricular activities.
- Work with the designated teacher for looked-after children (LAC), where a looked-after student has SEN or a disability.

Leadership and management

- Work with the headteacher and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Prepare and review information the governing board is required to publish.
- Contribute to the SIP and whole school policy.
- Identify training needs for staff and how to meet these needs.
- Lead INSET for staff.
- Share procedural information, such as the school's SEN policy.
- Promote an ethos and culture that supports the school's SEN policy and promotes good outcomes for students with SEN or a disability.

Where the role involves line management:

- Lead and manage teaching assistants (TAs) working with students with SEN or a disability.
- Lead staff performance management and produce appraisal reports.
- Review staff performance on an ongoing basis.



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- Lead TA staff meetings weekly.
- Work alongside Year 7 Head of Year for Transition
- Oversee & line Manage SEN Co-ordinator, Oasis Teachers, Intervention Manager and Dyslexia Teacher.

Safeguarding:

- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for students with SEN.
- Remain alert to the fact that students with SEN may be more vulnerable to safeguarding challenges.
- The SENCO will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher/Assistant Headteacher.

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If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

EPCHS is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check and online search.



Ellesmere Port Catholic High School

PERSON SPECIFICATION: SENCO



	Essential	Desirable
Relevant Experience		
Recent experience of teaching the 11-16 age range	x	
Experience of working at a whole-school level		x
Involvement in self-evaluation and development planning	x	
Experience of conducting training/leading INSET	x	
Experience of line managing support staff		x
Education/training		
Degree or equivalent qualification and a teaching qualification	x	
National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment		x
Additional qualifications relevant to the post		x
Qualified teacher status	x	
Specialist Knowledge and Skills		
Sound knowledge of the SEND Code of Practice	x	
Understanding of what makes 'quality first' teaching, and of effective intervention strategies	x	
Ability to plan and evaluate interventions	x	
Data analysis skills and the ability to use data to inform provision planning	x	
Effective communication and interpersonal skills	x	
Ability to build effective working relationships	x	
Ability to influence and negotiate		x
Good record-keeping skills	x	
Additional Factors		
Commitment to getting the best outcomes for students and promoting the ethos and values of the school	x	



Ellesmere Port Catholic High School



PERSON SPECIFICATION: SENCO

Commitment to equal opportunities and securing good outcomes for students with SEN or a disability	x	
Ability to work under pressure and prioritise effectively	x	
Commitment to always maintaining confidentiality		x

Guidance for Applicants

How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

Shortlisting

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Celebration of the word
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.



Contact Details:

<p>1</p> <p>Phone 0151 355 2373</p>	<p>2</p> <p>HR Email Human.Resources@epchs.co.uk</p>	<p>3</p> <p>Admin Email Admin@epchs.co.uk</p>	<p>4</p> <p>Website www.epchs.co.uk</p>	<p>5</p> <p>Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ</p>
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“Great things happen when you care”

PSALM 21:
He asked for life and you gave it to him



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