



St Benedict's Catholic College



Assistant SENDCo Application Pack

Message from the Principal

St Benedict's Catholic College is a highly respected and oversubscribed Roman Catholic 11-16 school serving Christian families throughout north-east Essex. We strive to promote the values of our Christian faith throughout our daily life.

Our 2023 Ofsted inspection found that we continue to be a good school, that we are a welcoming school with a strong ethos of caring for pupils and promoting academic achievement. We are recognised for many strengths of our college – as well as noting how well-behaved, confident and happy our young people are.

Student attainment at GCSE in the core subjects of English and mathematics, and in science and humanities subjects, is well above average. St Benedict's is a great place to be and I'm delighted that you are interested in applying to be part of our team.

As our mission statement says, we are proud to be an inclusive community where spiritual, emotional and academic growth are nurtured. We believe in putting learning first and striving for excellence

Our facilities are superb and we have a rich variety of extra-curricular opportunities that underpin our academic success. The college is set in pleasant, spacious grounds which include hard play areas, playing fields and tennis courts. We have a well-equipped sports hall and fitness suite. Our chapel is used regularly by students and staff for worship, prayer and quiet reflection.

The SEND department has 6 HLTAs, 7 LSAs, and use of an outside classroom.

St Benedict's students develop into happy confident and self-aware young adults. There are many opportunities for them to thrive and shine, through high quality teaching and numerous clubs and activities.

We are looking for an Assistant SENDCo.

The successful candidate will be:

- committed to providing the very best learning opportunities for all our students
- able to challenge all students to make exceptional progress
- a strong team player who forms excellent relationships with staff, parents and students
- willing to support the strong Catholic ethos of our college

We can offer you:

- a warm and welcoming college with excellent links to parish communities
- enthusiastic and well-behaved students who are eager to learn
- supportive, hardworking staff, governors and parents
- opportunities to further your professional development

If you would like any further information, or would like to arrange an informal visit, please contact Emma Smale, SENDCo, at e.smale@stbenedicts.essex.sch.uk.

The closing date for applications is 3rd November 2025 at midday and interviews will be held on 12th November 2025.

RECRUITMENT

Please apply by completing an application form which can be obtained from the College website www.stbenedicts.essex.sch.uk/vacancies or by emailing c.miller@stbenedicts.essex.sch.uk. Details about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website - www.stbenedicts.essex.sch.uk/welcome/privacy-notice/

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The successful applicant will be required to complete an enhanced DBS check.

We look forward to hearing from you

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Jo Santinelli', written in a cursive style.

Jo Santinelli
Principal

Flavour of the local area

The College is situated a short walk from Colchester City Centre.

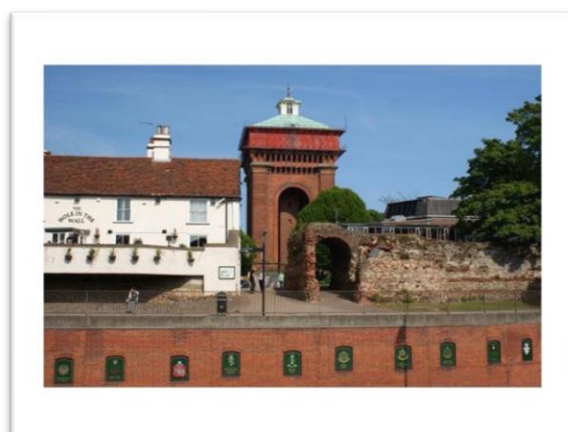
Colchester is a thriving, modern city with great visitor attractions, including the family favourites Colchester Zoo and Colchester Castle, as well as fantastic places to eat, drink and shop



There is a growing arts scene in the city, with two highly acclaimed local theatres and the renowned Firstsite and Minories Galleries hosting significant art exhibitions and installations.

The city also benefits from a wide range of excellent schools and colleges as well as being the home of Essex University's main campus.

Colchester also benefits from superb transport links, including excellent road links, direct rail lines going into London (which is less than an hour away), and easy access to London Stansted and London Southend Airports which fly to a growing number of destinations throughout Europe.



Assistant SENDCo – Job Description

Job Description

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

Grade Scale 6

Job Purpose To support the SENDCo with all administrative and support tasks associated with the SEND department. To line manage the Learning Support Assistants ensuring that they are deployed appropriately where needed.

Reports to SENDCo

Job role

- To support line managing a team of Learning Support Assistants (LSA)
- To oversee the deployment and organisation of LSAs
- **To create and review One Page Profiles / Student Passports**
- **To create, maintain and evaluate One Plans**
- **To support the SENDCo to effectively implement EHCP by setting and monitoring short term SMART targets**
- **To support the SENDCo in the coordination, implementation and evaluation of interventions.**
- To support in the performance and CPD development review process for all LSAs
- To communicate effectively with parents, build relationships with them and to lead meetings with students, families and external agencies at the direction of the SENCO, ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- **To utilise strong organisational skills to manage multiple deadlines and prioritise effectively**
- **To schedule, coordinate and run efficient meetings with a range of stakeholders**
- **To provide administrative support for regular One Planning meetings and exam access arrangements including the preparation of internal documentation.**
- **To work empathetically and with patience, with staff, parents, external agencies and students effectively, utilising strong interpersonal skills**
- To support the management of behaviour of students within the department
- To support on behalf of the SENDCo when required.
- To provide a regular presence in our student regulation space
- To undertake the induction and training of new and existing staff regarding SEND and SIMS internal systems specifically for SEND
- To deal with the administration of referrals efficiently
- To appropriately liaise with agencies, including social workers, speech and language therapists, physiotherapists and educational psychologists to ensure that individual pupil SEND are met effectively.
- To attend and take minutes of meetings, as required
- To undertake any training commensurate with the post
- To work with the College and Governing Body to ensure that effective communications are maintained with particular emphasis on customer care and college ethos
- To work with the College and Governing Body on service development for the future

RECRUITMENT

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the College's Equal Opportunities Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade

Signed	
Post holder:	Line Manager:
Name in capitals:	Name in capitals:
Date:	Date:

Person specification

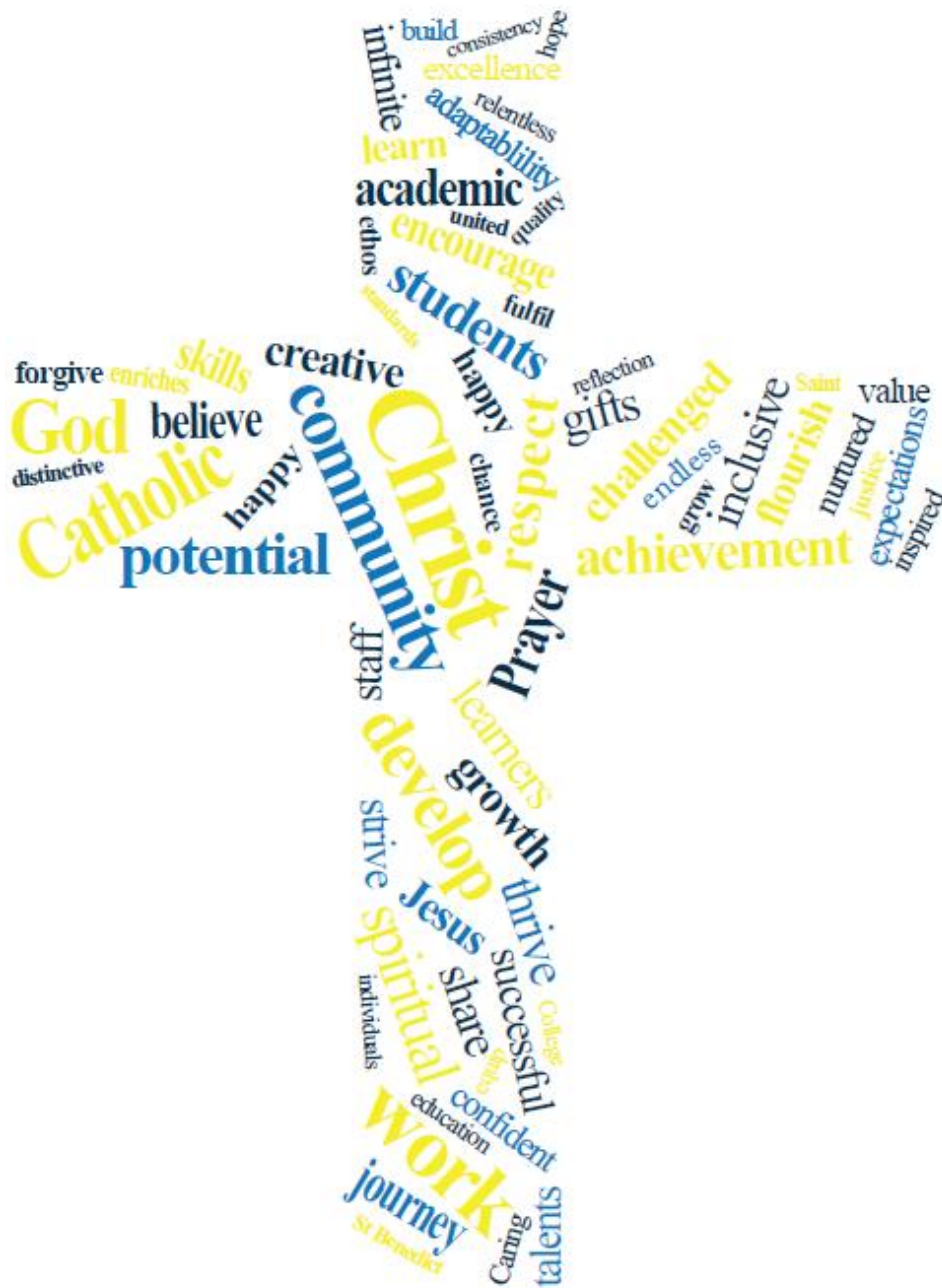
	Essential	Desirable
Qualifications and experience		
Thorough understanding of SEND terminology and frameworks (e.g., Code of Practice, graduated response).	✓	
Experience of leading and managing staff	✓	
Good pass in English GCSE (or equivalent)	✓	
Good pass in Maths GCSE (or equivalent)	✓	
Utilise SEND experience and have a good understanding of the impact of special educational needs such as Autism, Dyslexia and ADHD on students' ability to access the curriculum	✓	
Knowledge/Experience of SEND statutes, policy and procedure in schools	✓	
Experience of liaising successfully with parents and school communities	✓	

RECRUITMENT

	Essential	Desirable
Experience of working with students across the secondary age range	✓	
Personal Qualities		
Demonstrate a warm, empathic approach and 'can do' attitude with the ability to work alongside SEND students and understand their needs	✓	
Strong organisational skills	✓	
Strong verbal and written communication skills	✓	
Ability to work accurately with attention to detail	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
Skills and abilities		
Ability to complete complex returns, write complex letters and reports	✓	
Ability to exchange complex information clearly and sensitively	✓	
Understand and comply with procedures and legislation relating to confidentiality	✓	
Ability to manage difficult or controversial exchanges	✓	
Excellent communication and to be able to defuse a situation	✓	
Establish effective relationships with those working in and with the College	✓	
Able to represent the College at LA and consortium meetings	✓	
Empathetic, assertive and a good role model	✓	
Able to work effectively in teams as member or leader	✓	
Able to develop and implement effective systems to share and safeguard information	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Able to ensure that tight, strict deadlines are met	✓	
Understanding of Health & Safety	✓	
Able to demonstrate a firm commitment to equality	✓	

RECRUITMENT

	Essential	Desirable
Understand and comply with Safeguarding and Child Protection procedures	✓	
Prepare documentation with a good standard of written English	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	
Commitment to ongoing professional development	✓	
IT Skills		
Skilled and confident computer user	✓	
Proficient user of Microsoft office (Word, Excel, Outlook, PowerPoint).	✓	
Proficient user of collaborative tools eg Teams, SharePoint, Zoom	✓	
Ability to create and manage digital documents	✓	
Good Knowledge of school computer systems including SIMS, Classcharts, and Edukey		✓



St Benedict's Catholic College

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Colchester

Essex

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www.stbenedicts.essex.sch.uk

