



Holy Family Catholic Primary School (Witham)

Inclusion Manager and SENCo (Part-time)

Start date: 1/9/2023

Contract type: Part-Time (3 days a week, ideally Tuesday, Wednesday and Thursday) with a TLR2

Holy Family Catholic Primary School are looking to appoint a new Inclusion Manager. The successful applicant would have a key role within the school, being part of the Leadership Team, the SENCo and leading the Inclusion Team. They would be:

- responsible for all SEND (as SENCo), necessitating a good understanding of the assessment process and local funding arrangements.
- Responsible for EAL, LAC, Pastoral, Speech and Language, working with the Inclusion Team leads
- The Lead for Pupil Premium provision and progress.
- Responsible for leading a dedicated team of Learning Support Assistants, running weekly meetings, arranging any necessary training, being their line manager, and deploying them to meet the needs of all pupils
- The lead on mental health and well-being

This is an exciting opportunity for somebody who is post threshold, loves a challenge and working with many different people. Holy family is a friendly community, where staff are well supported. As part of the Rosary Trust we work in partnership with 6 other Trust schools, and also with other schools in Witham.

The National Award in Special Educational Needs Co-Ordination is a requirement for this role. The expectation would be for this to be done within three years should the candidate not be in receipt of it.

Visits to the school are welcomed, with appointments being made through the Office Manager.

Completed applications should be sent to admin@holyfamilyrc.essex.sch.uk, or completed online, using model application form for a teacher found at the following weblink: <https://www.catholiceducation.org.uk/recruitment-process/item/1000042-model-application-forms>, or delivered directly to the school office.

Holy Family is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks including a check on social media. References will be sought and the successful candidate will be required to complete a Disclosure and Barring Service Check.

All appointments are subject to an enhanced DBS check, medical clearances and satisfactory references.

Applications may be made online.

Closing Date: 19th April 2023 at 3:30pm

Shortlisting: 20th April 2023

Interviews: Week commencing 24th April 2023 (likely to be 25th April 2023)