



The Salesian Academy of

St. John  
Bosco

## RECRUITMENT PACK Assistant SENDCo

Enabling schools, aspiration, and  
faith to flourish by:

**Uplifting Hearts, Inspiring Minds**



Pope Francis  
Catholic Multi Academy Trust

# Welcome from the CEO



**Pope Francis**  
Catholic Multi Academy Trust



Dear Candidate,

Thank you for your interest in Pope Francis Catholic Multi Academy Trust. We were the first of the permanent Catholic Multi Academy Trusts (CMATs) set up by the Archdiocese of Liverpool and whilst our first three schools were subject to academy orders, we have recently been joined by four primary schools with at least two other schools joining the Trust family this year.

Pope Francis Catholic Multi Academy Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: 'Uplifting Hearts, Inspiring Minds'.

Being part of a Trust is like a family of schools at which you are always welcome, and which help each other to provide better opportunities for all staff, pupils and our local communities. Our aim is to facilitate Catholic schools to retain their identity and history, whilst supported by trust that offers systems, services and a policy framework that allows all its schools and academies to flourish. Pope Francis CMAT ensures all students receive an excellent Catholic education, knowing more, remembering more and achieving the best outcomes they can.

## What We Can Offer

We recognise that employee wellbeing and work-life balance are essential to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Take a look at our website and social media to get a sense of the support that we provide to all our employees, including our full staff benefits package: [www.pfcmat.org/Staff-Benefits-Package/](http://www.pfcmat.org/Staff-Benefits-Package/)

We will be delighted to have informal conversations with potential candidates before the closing date.

CEO  
Pope Francis CMAT



# Welcome from the Headteacher



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Dear Candidate,

As the Headteacher of The Salesian Academy of St John Bosco I am delighted with your interest in joining our team.

At our academy, we have a clear and inspiring vision: to be a school defined by our faith and the strength of our Salesian and Catholic values, becoming the number one choice for families in our community. This ambition is supported by the robust partnership between Pope Francis Catholic Multi Academy Trust and the Salesians.

In the spirit of St. John Bosco, we are committed to ensuring that every pupil knows they are valued and loved. Our goal is to provide an education that nurtures their diverse talents, fosters both academic and personal excellence, promotes health and safety, and empowers them to make meaningful contributions to society. We are also excited about the upcoming transition to our new school building in 2026 - an inspiring environment for both staff and pupils.

The newly appointed Assistant SENDco will play a vital role in delivering our vision of securing the very best standards of teaching and learning so that pupils, regardless of their background, abilities or specific learning needs, remain healthy, successfully complete their formal education, and are able to make positive contributions towards society. This is a permanent post working alongside the SENDco, your role will be to create and maintain high standards and aspirations underpinned by our Salesian and Gospel values and to secure outstanding outcomes.

If you believe you possess the qualities, skills, and experience we seek - along with the enthusiasm, knowledge, and resilience to positively impact the future of our school. I eagerly await your application. Tours of the school are available on request, please contact Mrs B. Deegan on [admin@sjb.pfcmat.org](mailto:admin@sjb.pfcmat.org) to arrange.

Thank you for considering this opportunity.

Sue Bourgade  
Headteacher

*"All staff serve as outstanding role models, and this ensures that the school's Salesian charism is fully reflected in their work. Pastoral care is outstanding, with a real focus on supporting the most vulnerable within its community." **Catholic Schools Inspection, 2025***

# Why Choose Our School?

## Our School Mission, Vision and Values

To be a Catholic School that seeks to appreciate and develop the talent and skills of each individual. We aim to instil the Salesian values of Respect, Understanding, Affection and Humour RUAH.

These four values underpin every aspect of our school life and together spell out the Hebrew word for 'breath of life' or 'spirit'. These values are evident in our orderly and settled environment, where we insist on the highest standards of politeness, behaviour and appearance.



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*Young people not only need to be loved, they need to know that they are loved."*

This is one Don Bosco's most important statements about working with young people. He was the founder, in 1859, of the congregation of Salesian Priests and Brothers and has a special place in the life of the Catholic Church, as a saint and visionary educator. He sought to bring the love of God to young people, so that they would know they were valued and rich in potential.

And so, in this increasingly secular world, we are proud to be part of a worldwide Catholic Salesian community that has young people 'our future' at the heart of its Mission and Vision.

**Our Catholic Schools Inspection in January 2025 shows how we live out these values: "Pupils fully understand the school's mission statement, speaking eloquently about respect, understanding, affection and humour. They know that they are loved and know that they have to model that to feel loved themselves."**



Proud to be part of

**Pope Francis**  
Catholic Multi Academy Trust

# Application Process



## The Role

Are you an innovative and inspiring individual looking for a role supporting pupils with Special Educational Needs? Do you have the vision and expertise to support a dynamic curriculum that embraces both traditional techniques and contemporary practices?

We are a thriving Catholic secondary school, committed to academic excellence and the holistic development of every student. We are seeking an outstanding individual to drive forward our provision, joining our culture of achievement, with plenty of opportunities for professional development in a well-resourced department, and a welcoming and supportive school community based on strong values.

This is an exciting opportunity to make an impact on our pupils' futures .

## How to apply:

To apply for this post, please use our website 'Vacancies' page, on which you can find each document to be completed and submitted alongside your cover letter, including:

- CES Application Form
- CES Consent to Obtain References CES
- Monitoring Form
- Rehabilitation of Offenders Act 1974 Disclosure Form
- Covering letter stating how your skills and experience meet the job description and person specification.

Please note - we reserve the right to make an appointment before the closing date. Candidates are therefore encouraged to apply as soon as possible

**Closing Date:** Monday 23<sup>rd</sup> March 2026 at 3.00pm

**Interviews will be held:** Wednesday 25<sup>th</sup> March 2026

**Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs B. Deegan at [admin@sjb.pfcmat.org](mailto:admin@sjb.pfcmat.org).**

If you have any feedback on the application process and how we can make it more accessible, please let us know via [info@pfcmat.org](mailto:info@pfcmat.org). Pope Francis Catholic MAT and The Salesian Academy of St John Bosco are committed to safeguarding and promoting the welfare of children and young people, and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. **[Please see the link to our school's Child Protection Policy here.](#)**

# Job Description



## **Main Areas of Responsibility**

To support in managing the provision for pupils identified as having Special Educational Needs and Disabilities (SEND); including promoting high quality teaching, effective use of resources and high standards of learning and achievement for all pupils.

## **Post Title: Assistant SENDco**

Pay Scale: G20-25 £28,287 - £32,597 fte  
actual: £24,600 - £28,360

Term time plus three weeks including five INSET days

**Contract:** Permanent

**Start date: as soon as possible**

Contribute to the management and support of pupils during learning activities. Establish and maintain relationships with individual pupils and groups.

Support with identified key areas to manage day-to-day, including the monitoring and strategic development of SEND

## **Main Duties:**

To manage the use of school's SEND base - The Oratory.

Establish good working relationships with pupils, acting as a role model

- To support day-to-day deployment and management of Teaching Assistants ensuring support for pupils with SEND and providing cover when needed
- To support with the identification of SEND pupils, referrals and reviews
- To update and monitor the SEND register
- To support with completing and updating Pupil Passports
- To support the Assistant Headteacher SEND & Inclusion with EHCP annual and interim reviews
- To liaise with a range of key staff as required including Assistant Heads of Year, Heads of Subject, Senior Leadership team and a range of external agencies
- In collaboration with Assistant Headteacher SEND & Inclusion, implement a range of intervention groups and support for SEND pupils
- To liaise with parents/carers when appropriate
- In collaboration with Assistant Headteacher SEND & Inclusion, monitor the impact of interventions and support for SEND pupils
- To support Assistant Headteacher SEND and Inclusion with referrals to external agencies as required
- In collaboration with Assistant Headteacher SEND & Inclusion, promote the attendance of SEND pupils
- To support Assistant Headteacher SEND & Inclusion with visits to feeder primary schools in relation to SEN pupils as required

## **Support for the curriculum:**

- Take into consideration pupil's learning profiles
- Support the use of ICT in learning activities and develop pupil independence in its use
- Prepare, maintain and use equipment/resources required to deliver interventions/individual support
- Be aware of and comply with school policies and procedures relating to child protection, health and safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school values, ethos and development/improvement plan

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

*“One pupil commented, ‘The school is like a moral compass, which helps with the decisions I make when I’m with my friends and the staff’. All staff, expertly led by senior leaders and the school’s Chaplain, strive to offer opportunities that enable pupils to respond to the needs of their peers, the local community and those further afield.” **Catholic Schools Inspection, 2024***

# PERSON SPECIFICATION



Applicants must meet all of the essential requirements for this post.

Skills	Essential	Desirable	Application /Interview
Ability to work effectively within a team environment, understanding classroom roles and responsibilities.	E		
Ability to build and maintain effective working relationships with all pupils and colleagues.	E		
Ability to promote a positive ethos and role model positive attributes.	E		
Ability to work with children at all levels regardless of specific individual need and identify styles as appropriate.	E		
Ability to adapt own approach in accordance with pupil needs.	E		
Excellent personal numeracy and literacy skills.	E		
<b>Knowledge and Understanding</b>			
Understanding of national curriculum and other learning programmes (within specified age range/subject area) eg knowledge of core subject areas etc.	E		
Understanding the principles of child development, learning styles and independent learning.		D	
Working knowledge of relevant policies/codes of practice/legislation	E		
Understanding of inclusion, especially within a school setting	E		
Experience of resources preparation to support learning programmes	E		
Effective use of ICT to support learning.	E		



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# Person Specification



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Understanding of other basic technology and management information systems.		D	
Knowledge of KCSIE legislation.	E		
<b>Qualifications and Training</b>			
Minimum of two years' experience of working with children in an educational setting (within specified age range/subject area).	E		
Experience of working with children in an educational setting with responsibility for supporting inclusion and promoting positive behaviour for learning.	E		
NVQ III or equivalent intention to working towards in teaching assistance within specified age range/subject area.	E		
Requirement to complete DfES Teacher Assistant Induction Programme.	E		
Willingness to participate in relevant training and development opportunities.	E		
Training in the literacy/numeracy strategy		D	
Training in special educational needs strategies	E		
Willingness to undertake appointed person certificate in first aid administration.	E		

<b>Professional Values and Practice - must be able to demonstrate the following:</b>			
High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	E		
Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.	E		
Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work.	E		
Ability to work collaboratively with colleagues, and carry out role effectively	E		
Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.	E		
Able to improve their own practice through observations, evaluation and discussion with colleagues.	E		

**Applicants should be able to provide a well-constructed and concise application providing demonstrable evidence of the essential requirements for the role.**

**The Trust Board and its Local Governing Bodies are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.**