



ST. BEDE'S
COLLEGE
1 8 7 6

St Bede's College

Candidate Information Pack

SENDCo

Application Deadline: Friday 28th November



We are a community of believers who aspire to provide the students in our care with an education of excellence rooted in and sustained by our shared commitment to the life and teachings of Jesus Christ, knowing that we are created by Him and inspired by truth, committed to ourselves and to each other, grateful to our families and in awe of the world around us.

Through the values, with which Cardinal Vaughan opened the doors of the school 150 years ago, we recognise that every member is equal in the eyes of God and worthy of respect. Like him, we continue to pursue academic excellence, civilised standards of behaviour and an awareness of traditional family values underpinned by the Gospel message and the teachings of the Catholic Church.

MISSION STATEMENT

NUNQUAM OTIO TORQUENT

Welcome from the Headteacher



St Bede's is a unique place, where young people are nurtured and supported in order to flourish and reach their full potential. The College is extremely proud of its Catholic heritage. It has been educating young people with respect, dignity and compassion for over 140 years and it is through our dedicated staff that this is possible.

Thank you for taking the time to consider St Bede's. Throughout our history, the College has encouraged its pupils to be confident and successful whilst modest young people, able to make the right decisions when the moments arise. Our core values remain unchanged – the timeless Catholic qualities of humanity, compassion and empathy for others, and we look forward to welcoming colleagues who share them.

Mrs Maria Kemp
Headteacher



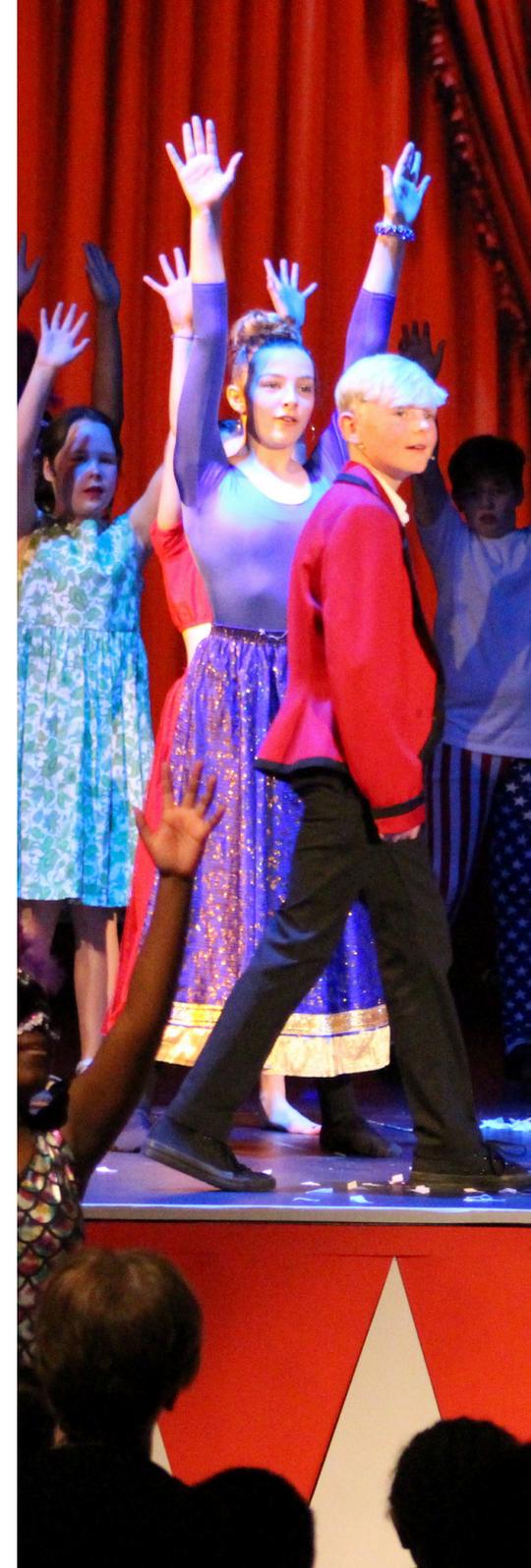
Welcome from Head of Prep



I am delighted you are considering working at St Bede's College, of which the Prep school is an integral part. From the Early Years Foundation Stage through to the end of a child's primary journey in Prep 6, our curriculum is bright, pacy, engaging and varied. Highly qualified and specialist teachers, together with small class sizes provide the best possible education for each and every child in the Prep.

Our approach to education stems from our deep Catholic roots and is a combination of high academic standards and a commitment to the moral and spiritual development of each child. Happy children are those who feel valued, whose strengths and individual achievements are celebrated. The Prep is an ideal place for children to develop a life-long love of learning where curiosity thrives in our vibrant and forward thinking environment in which to grow and learn.

Mrs Claire Hunt





While I definitely benefited academically, the most valuable thing I got from my time at St Bede's is the friends and family that I have still - twenty years after leaving. The biggest endorsement I can give is that I send my own children there, hoping they will have the same positive experience.

John Boylan
Old Bedian (1994-2001)

Welcome to St Bede's College

A Catholic HMC Independent College for boys and girls aged 3-18

On 7 January 1876, Cardinal Vaughan opened the doors of St Bede's College in Manchester. The thirst for knowledge and search for truth that characterised the life of St Bede was the founding idea of a college designed to foster in its pupils a love of learning. Almost a century and a half later, the school remains faithful to that founding idea: its aim is for students to reach their full potential and become true leaders capable of building a better world.

Christ remains at the centre and heart of the school, and pupils are seen as the children of God they are, regardless of their background or their own faith journey.

St Bede's College strives to work in partnership with parents in order to become a centre where they can find all the support, service and advice they need. The College has a rich life, full of opportunities accessed through the house system, co-curricular activities and the students' own initiatives, all of which contribute to the positive growth mindset transmitted by its founder. While excellent teaching and small class sizes contribute to its students' academic success, St Bede's is equally committed to holistic education, allowing children to shape their future in accordance with their uniqueness.



The background of the page features a large, faint watermark of the St Bede's College crest. The crest is a shield-shaped emblem with a blue field containing three bees. Above the bees is a book with the Latin motto 'DEO LIBERABIMUR' (By the Lord we shall be freed) inscribed on it. The book is flanked by two golden wings. Above the book is a golden cross. The entire crest is set against a background of a stylized window with leaded glass panes in shades of grey and gold.

Special Educational Needs Co-Ordinator

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Department Overview

DEPARTMENT
SENDCo

DIRECTLY RESPONSIBLE TO
Academic Deputy Head

COMMENCING
Easter 2026 or earlier if possible

The Learning Support Department at St Bede's College is comprised of a dynamic and compassionate team which is dedicated to ensuring that every pupil thrives. Based in a recently remodelled area that includes several small teaching rooms, the team works closely with pastoral and academic staff, including Heads of Year, the Senior Leaders (Pastoral and Academic), and the Examinations Officer, to deliver inclusive teaching and effective Access Arrangements. At the heart of our approach is a commitment to knowing each student as an individual, with personalised Pupil Profiles, reviewed termly, for anyone with additional needs, to ensure the right support is always in place.



SENDCo

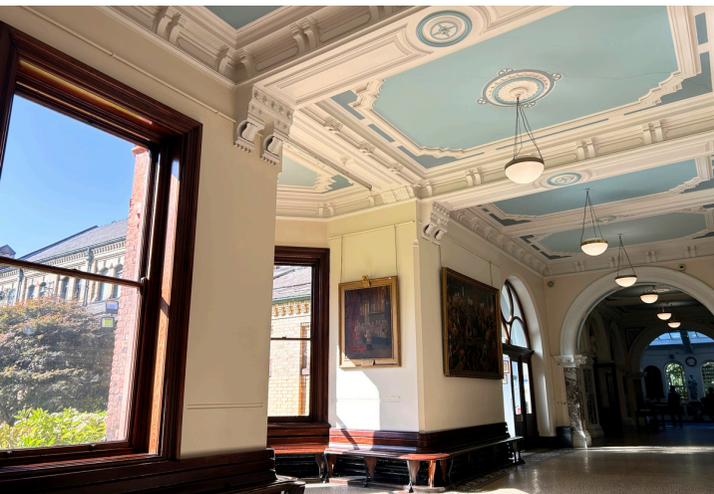
Duties and responsibilities

The SENDCo will lead the strategic and operational direction of SEND provision across St Bede's College, ensuring that every pupil with additional needs is fully supported to achieve their potential. Working closely with the Deputy Head (Academic), the SENDCo will oversee the implementation of the School's SEND policy, maintain the SEND register, and co-ordinate appropriate interventions and Access Arrangements in line with JCQ regulations.

This non-teaching role involves leading small group support sessions, meeting regularly with pupils, parents and staff, and liaising with external agencies where required. The SENDCo will line-manage the Learning Support Team, contribute to staff training and development, and play an active role in promoting inclusive teaching and learning practices across the College.

The post holder will play a key part in shaping the strategic development of the department, reviewing and updating policies, and ensuring that provision for pupils with SEND remains ambitious, effective, and at the heart of the College's academic and pastoral ethos. The SENDCo will oversee EHCP applications and reviews, maintain accurate SEND records, contribute to school self-evaluation, and ensure compliance with the SEND Code of Practice and JCQ regulations.

St Bede's College has its own salary scale, commensurate with qualifications and experience. The post is full-time and year-round, with normal school holidays taken. The College offers free on-site parking, discounted places for staff children, and opportunities for ongoing professional development.



SENDCo

SEND Overview

At St Bede's College, we are proud to be an inclusive community where every pupil is known, valued, and supported to thrive. The Learning Support Department ensures that all learners enjoy a safe, welcoming, and purposeful environment, providing high-quality provision for pupils with a range of additional needs in the areas of cognition and learning, communication and interaction, social, emotional and mental health, and physical or sensory needs.

Our practice is fully aligned with the SEND Code of Practice and the Special Educational Needs and Disabilities Regulations 2014. A dedicated team of six full- and part-time teachers delivers a graduated approach to support, ensuring that provision is tailored to each learner's individual profile. Needs are identified through careful assessment, tracking, and regular review, so that every pupil can achieve their full potential.

Interventions include phonics and reading programmes, literacy and numeracy support, guided reading, small-group sessions, one-to-one teaching where appropriate, and targeted provision for pupils with social, emotional and mental health needs. The department also provides study-skills guidance, examination access arrangements, and support in the use of assistive technology.

In the Prep School, our focus is on the early identification of emerging needs, working closely with teachers and parents to guide assessment, diagnosis, and effective early intervention.





We came to visit the school on an Open Day and your students took us around on a tour of the school. As they were talking to us and showing us around the different departments, we really got to know them and we thought we would like our child to be like them.

St Bede's Parents

St Bede's College Candidate Information Pack

Safeguarding Duties

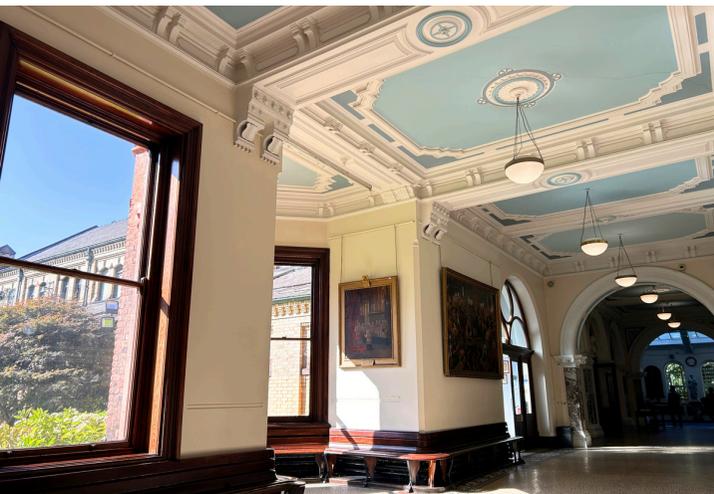
Every pupil should feel safe and protected from any form of abuse. St Bede's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interest of the child.

All staff have a responsibility for safeguarding and undertake regular training and updates, beyond statutory requirements. All members of the pastoral team undertake full DSL training and are led by an Assistant Head in charge of Safeguarding.

Shortlisted candidates will need to disclose relevant criminal history. This post is exempt from the ROA 1974 and, therefore, the successful candidate will have to have an enhanced DBS and barred list check.

References will be sought from all shortlisted candidates.

All child protection policies can be found [here](#).



SENDCo

Personal Profile

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

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A relevant degree • National Award for SEN Coordination (NASENCO) or willingness to complete within 3 years of appointment 	<ul style="list-style-type: none"> • Qualified Teacher Status • Additional specialist SEND qualifications or training • Evidence of continued professional development in SEND leadership
Experience	<ul style="list-style-type: none"> • Proven experience supporting pupils with SEND • Experience working at a whole-school or cross-phase level • Experience of organising Access Arrangements for examinations 	<ul style="list-style-type: none"> • Experience of leading a team or managing staff • Experience of liaising with external agencies and professionals • Experience delivering training or leading INSET
Abilities	<ul style="list-style-type: none"> • Ability to plan, implement and evaluate effective interventions • Ability to analyse data to inform provision planning • Ability to work under pressure and prioritise effectively 	<ul style="list-style-type: none"> • Ability to contribute to whole-school strategic planning and development • Ability to lead and inspire colleagues to develop inclusive practice

SENDCo Personal Profile

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Excellent communication and interpersonal skills• Strong record-keeping and organisational skills• Ability to influence, negotiate and build effective working relationships	<ul style="list-style-type: none">• Skilled in delivering CPD and coaching colleagues• Competent in using digital tools for tracking and monitoring SEND provision
Values	<ul style="list-style-type: none">• Commitment to achieving the best outcomes for all pupils• Strong alignment with the ethos and values of St Bede's College• Commitment to equality, diversity and inclusion• Commitment to confidentiality, safeguarding and child protection	<ul style="list-style-type: none">• Enthusiastic, reflective and solution-focused approach• Desire to contribute to the wider life of the College community



Our vision is to see our pupils grow as true leaders in the 21st century; we believe that character development will help them to achieve their potential, lead responsibly and build a better world.

Mrs Maria Kemp
Headteacher

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How to apply

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

**CLOSING DATE
FOR APPLICATIONS**
Friday 28 November 9am

The Academic Deputy Head, Mr Tom Sanders, would be happy to talk to any interested applicant and answer any queries. He can be contacted by email in the first instance at tsanders@sbcm.co.uk. Please note all shortlisted candidates will be required to teach a lesson at interview.

**INTERVIEWS
WILL TAKE PLACE
DURING THE
WEEK COMMENCING**
Monday 1 December

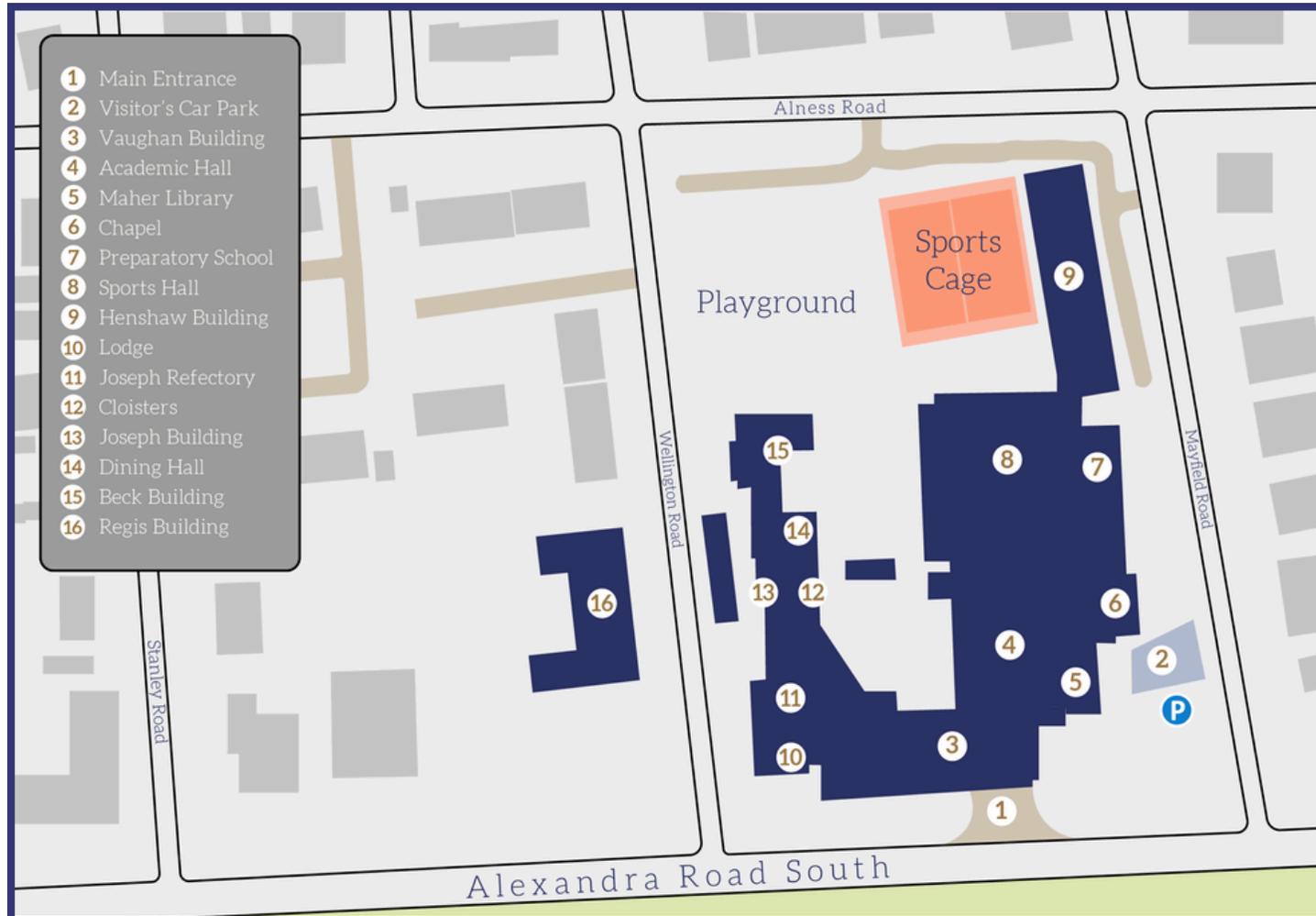
We welcome applications from those who wish to apply for the position to do so through the TES advertisement. Any queries or concerns with this can be directed to the Headteacher's PA Mrs McGoff at bmcgoff@sbcm.co.uk.

The application form must be completed in full, including:

- Full education and / or employment history from the age of 16, with any gaps explained.
- Contact details from two referees, one of which must be from the candidate's most recent employer, and one of which must be from the most recent time the candidate worked with children (if applicable).
- For teaching posts, pre-interview references are required. Please indicate on the form where a referee may or may not be contacted prior to an interview, and be prepared to offer an alternative contact if required.



Map of the School



St Bede's College Candidate Information Pack

Senior Leadership Team





ST. BEDE'S
COLLEGE
1876

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Website

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Phone

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Prep t. 0161 226 7156