



Clayton St John C of E Primary School Recruitment Pack



**Full Time SENCO Non-Teaching (non-class based) Permanent
To commence January 2026 (or sooner)
Scale: Teachers Pay Scale, plus TLR2 (£3,391)**

Closing date: 9:00am, Wednesday 2nd July 2025
Interview & Tasks: 9th & 10th July 2025

***We would love to show you around our school on either Tuesday 24th June at 10.30am, or
Thursday 26th June at 1.30pm***

The journey starts here...



... at Clayton St. John

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The journey starts here...



Dear Prospective Applicant,

Thank you for taking an interest in our full time SENCO role. This is an exciting opportunity for an outstanding candidate who is highly motivated with successful school experience, to support our SEND provision in school.

The ideal candidate will have the skills, experience and knowledge to provide support to the school with aspirations to develop further. We are looking for someone with a passion for SEND and a commitment to continue to develop positive relationships within our school community. In return we offer you the opportunity to contribute to the future of Clayton St John CofE Primary.

Clayton St John CofE Primary is a 2-form entry Church of England Primary School and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford.

Clayton St John is a pupil-centred place of learning, fully committed to providing all the children in its care with the highest quality of education. Our goal at Clayton St John CofE Primary is to become an outstanding school that delivers educational excellence for all pupils. You will be fortunate to be part of a leadership team that demands the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We are seeking to appoint someone who has the drive and commitment to contribute to the success of our children.

Clayton St John is part of a Trust, a family of 21 schools. The 16 Primary schools have close working relationships supporting each other every day, you will become an integral part of the family. You will both support and be supported by the schools and the Trust central team both educationally and operationally, benefiting from the expertise within the Trust to challenge, support and give additionality.

This is an exciting opportunity for a talented and forward-thinking professional to make a sustained and substantial contribution to the growth and development of the school and the wider BDAT family.

Visits to look around our school are welcomed on Tuesday 24th June at 10.30am or Thursday 26th June at 1.30pm.

We hope the enclosed information is helpful and encourages you to apply; we look forward to meeting you and reading your application.

Gemma Emsley

**Gemma Emsley
Headteacher, Clayton St John CofE Primary School**



Clayton St John C of E Primary School

Vision and Values

Our vision and values are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils as confident, happy citizens.

Clayton St John 'School Values & Be Ready Rules'

Our School Values.....

RESPECT

R: Resilience - To take risks and be confident to have a go and not give up when mistakes are made.

E: Encouragement - We are motivated by our family, friends and teachers and rejoice in God's love.

S: Security - The love, care and responsibility we are given make us feel safe at school.

P: Pride – Achieving individual goals and successes to be the best we can be.

E: Empathy – The ability to understand and share the feelings of others.

C: Collaboration - Working together we respect our differences and listen to each other.

T: Trust - With faith in God's love and each other, we can live the life we want to live.

Our 'Be Ready Rules'

- Be Kind
- Be Safe
- Be Respectful
- BE YOUR BEST!



About BDAT

Clayton St John CofE Primary School is an academy within Bradford Diocesan Academies Trust. The successful candidate will be employed by BDAT although their main place of work will be at Clayton St John CofE Primary school. BDAT strives to be diverse and inclusive employer a place where we can ALL be ourselves. We encourage and welcome applications from everyone.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our Mission Statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop and retain our staff. The Faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice. By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>



Job Title: Full Time SENCO (Permanent)
Scale: Teacher Pay Scale, plus TLR2a £3,391
Hours: Full-Time Equivalent

Job Purpose:

In addition to the main duties and responsibilities of a teacher, you are required to undertake the following duties:

MANAGEMENT

- Manage and develop programmes of work that support pupils who have special educational needs and require targeted intervention in line with whole school policies
- Monitor and evaluate the work of the SEND team to maximise pupil attainment
- Work with the subject leads to develop SEND strategies into schemes of work
- Promote a safe and secure learning environment
- Work with teachers to plan an adapted curriculum
- Assist staff in the acquisition and preparation of resources which will facilitate wider inclusion of all pupils
- Assist with staff development
- Lead and manage a team of teaching assistants, effectively deploying skills, promoting good working relationships and communication
- Identify staff training needs and ensure they are met through the performance management process

ORGANISATION

- Co-ordinate liaison with school staff, outside agencies and parents
- Monitor teaching and learning and take appropriate action when necessary
- Ensure provision for pupils with SEND is effective and appropriate to their needs
- Liaise with early years providers (where required) other schools, educational psychologists, health and social care professionals and other bodies with regards to SEND provision
- Be the key point of contact with external agencies, particularly the LA and its support services, and ensure that links are actively promoted
- Keep up to date and relevant SEND records of pupils
- Participate in whole school policy making via the calendared meetings
- Contribute to the development and management of initiatives as part of the Senior Leadership Team
- Assist in the recruitment of staff and induction programme for appointed candidates
- Allocate resources to meet the objectives of the team
- Ensure that the subject budget is managed effectively with reference to the school's financial policy and procedures.



PUPILS

- Support pupils by ensuring staff are adequately prepared and skilled to support and adapt teaching of SEND pupils
- Supporting individual pupils through assessment in line with the school procedures and as agreed with testing bodies
- Support children in school with SEND with relevant assessment and planned strategies of support

PARENTS

- Lead on the development and implementation of EHC plans with parents/carers of pupils with SEND, monitor their impact and make necessary adjustments to ensure pupils make progress
- Working with parents to maintain regular contact to keep them informed of their child's needs and development

ADMINISTRATION

- Ensuring that the SEND administrative work is effectively and efficiently completed.
- Contact with outside agencies
- Implementation of behavioural support plans through staff, and support understanding of pupils' needs

General Requirements:

- Have experience of working in a Primary School.
- Be an excellent teacher with a proven track-record of securing good and better outcomes for pupils and the ability to model high standards in their own teaching.
- Have a positive impact on standards of teaching and learning and for those with more experience, across the school through modelling, coaching and quality CPD.
- Have knowledge and understanding of assessment and how to use it and communicate effectively to raise standards.
- Be committed to maintaining and developing the Christian character of the school.
- Be committed to the safeguarding and welfare of children.

Personnel Specification

PLEASE NOTE: When completing your application please demonstrate evidence of impact for each of the attributes below as appropriate.



Qualifications	Essential	Desirable
Qualified Teacher Status	✓	
National SENCO Award	✓	
Experience & Skills	Essential	Desirable
Experience in providing strategic direction for a school in SEN	✓	
A strong belief in the ability of every pupil to achieve their potential and corresponding commitment to inclusion and pastoral care.	✓	
Experience of team management within an Education subject/ area	✓	
Sensitivity to the learning needs of all pupils	✓	
Experience of teaching in Primary Phase	✓	
Excellent understanding of how to use systems and structures to monitor pupils' behaviour and attitudes, attendance, academic progress.	✓	
Excellent organisational and people skills	✓	
Ability to plan a varied, experience led curriculum linking to class needs and interest	✓	
Understanding of current safeguarding legislation and a commitment to implementing these in school	✓	
Able to offer expertise in one or more curriculum/extra-curricular area		✓
Good to outstanding class teacher	✓	
Training	Essential	Desirable
Designated teacher for safeguarding		✓
Evidence of continuing professional development	✓	
Evidence of Safeguarding & Prevent training	✓	
Commitment to continuing professional development	✓	
Commitment to develop knowledge in other curriculum areas and key stages	✓	
Special Knowledge	Essential	Desirable
Knowledge of SEND code of practice	✓	
Knowledge of effective strategies to improve behaviour and attitudes and academic progress of all pupils.	✓	
Clear understanding of how children learn and awareness of effective teaching strategies	✓	
Experience of appraisals and performance management		✓
Experience in supporting colleagues to develop practice through coaching		✓



Willingness to research innovative ideas and educational methods in SEND	✓	
Personal Circumstances	Essential	Desirable
Flexible in terms of working evenings on occasion in line with school calendar	✓	
Eligible to work in the U.K.	✓	
No contra-indications in personal background/criminal record indicating unsuitability to work with children/young people	✓	
Emulate the RESPECT values of Clayton St John: - <i>Resilience - Reliability Enjoyment – Passion for Teaching & Learning Security – Safeguarding & Wellbeing Pride – Celebrating the successes of our school Excellence – Strive for excellence Collaboration – Working as a team Trust – Honesty & Integrity</i>	✓	
Disposition/Attitude	Essential	Desirable
Demonstrate ability to support, lead, and motivate staff	✓	
Ability to work closely as part of a team	✓	
Commitment to our 7 key principles	✓	
Ability to communicate effectively at all levels	✓	
Flexible and positive approach to change	✓	
Ability to maintain a high level of confidentiality and discretion at all times	✓	
Practical / Intellectual Skills	Essential	Desirable
Proactive	✓	
Creative thinking	✓	
Excellent communication skills	✓	
Physical / Sensory	Essential	Desirable
Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate	✓	
Equality & Safeguarding	Essential	Desirable
Candidates should indicate an acceptance of, and a commitment to, <ul style="list-style-type: none"> the principles of the school's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the community." 	✓	
Be committed to Safeguarding and promoting the welfare of children and young people	✓	

The journey starts here...



... at Clayton St. John

THE CHURCH
OF ENGLAND
Diocese of Leeds

bdot
Bradford Diocesan
Academies Trust

How to Find Us

MAP



Clayton St John C of E Primary School, Bradford Rd, Clayton, Bradford BD14 6DD

T: 01274 815862

W: www.claytonce.co.uk



Selection Process Guidance

Safeguarding

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS) and an online check. We will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references.

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sex or sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact Heather Burke (Office Manager), via email: office@claytonce.bdat-academies.org to book one of the visit days. If you are unable to make one of these, we may be able to make a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

Applications

Please ensure that all parts of the application are completed via MyNewTerm. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you via MyNewTerm with e-mail confirmation. If you are unsuccessful, you will also be informed.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time as candidates are invited to interview. **Your first referee should be your current or last, employer.**



Interview Process

The interviews will be held at the school and will consist of tasks and a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity with you.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Induction and Probation

All new staff will be part of an induction programme including Safeguarding Child Protection Training as soon as possible after their start date and at least once every academic year thereafter.

All new staff will be subject to a probation period which will be outlined in the employment contract.

Record Keeping and data protection

Records will be kept of:

- Job description and person specification.
- Shortlisting criteria.
- Any interviews conducted, including interview notes and any scoring undertaken.
- Reasons for selecting and rejecting candidates.

The BDAT retention policy states that applications and interview notes for unsuccessful candidates are retained for a period of six months

Timeline

Candidate visits: Tuesday 24th June at 10.30am, or Thursday 26th June at 1.30pm
Closing date: 9:00am, Wednesday 2nd July 2025
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