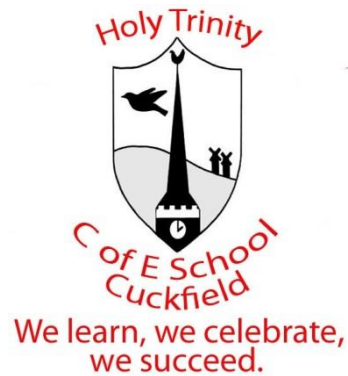


Holy Trinity CE Primary School



Requires a Part Time SENCO (20 hours per week)
September 2018 or as soon as possible
NOR 361

Holy Trinity CE Primary School

Glebe Road
Cuckfield
Haywards Heath,
West Sussex
RH17 5BQ

Tel: 01444 454295
Fax: 01444 459318

Email: office@htprimary.co.uk
Website: www.holytrinity-cuckfield.w-sussex.sch.uk

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Letter from the Headteacher

June 2018

Dear Applicant

Thank you for your interest in the post of SENCO at Holy Trinity CE Primary School. Please find enclosed our information pack which includes information about our wonderful school, this position, and the application process.

This is a very exciting and rewarding opportunity for the right person. You would be joining our school at a crucial point as we are embedding our innovative new strategies such as Learning in the Outside Environment and consolidating our successful strategy "The Power of Reading," which help us provide the very best, engaging and interesting learning opportunities for all children in our school. We are in the process of expanding, thus increasing our numbers on roll from 362 to 390. We have separate Reception to Year 4 classes, but mixed age range classes in Year 5/6 until September 2019. All junior classes are housed in a purpose-built new and attractive building with good size classrooms and a shared intervention room. Our grounds are extensive with almost seven acres and we are looking to introduce more outdoor learning and embed Forest School experiences in the next academic year.

We're delighted that you are interested in joining our happy, friendly, enthusiastic and dedicated staff team and can promise you that our team of teachers, Learning Support Assistants and Governors would be committed to support you in settling into our school. Holy Trinity is a happy and inclusive environment where everyone is valued and encouraged to excel and you will be encouraged and supported to develop professionally. Our well-behaved children enjoy being part of our school and are proactive in striving to improve their learning. We also have supportive parents, who are keen to help their children.

If you are an outstanding teacher with relentless drive and enthusiasm and an excellent understanding of the role of a SENCO, then we would be very keen to hear from you.

We encourage you to visit our school so you can see for yourself what a fantastic school Holy Trinity is, and what a pleasure and privilege it is to be part of our team.

Visits to the school are warmly encouraged and can be arranged by contacting our school office. If you wish to discuss the post or find out more about our school, please don't hesitate to contact us.

Yours sincerely

Ann MacGregor
Headteacher

Context

Holy Trinity CE Primary School is a school which is truly the very heart of the village of Cuckfield. We have strong links with Holy Trinity Church and we are very proud of the traditions and customs our school embraces as part of the village.

Our school is expanding from 45 children per year to 60 children, and from September only Year 5 and 6 will be mixed age classes; the remainder will have two classes of each age group.

We have a forward looking and committed team of staff, who are determined to provide the best learning opportunities for all our children. Our staffing is stable, our pupil numbers are increasing, and we have an experienced and strong governing body that are supporting school in moving forward.

Our beautiful and extensive grounds provide many outdoor learning opportunities for our children and support us in ensuring our children have a broad and balanced curriculum.

<h2>Our School Values & how our children describe them</h2>

Perseverance Determination is important and if something is challenging, you need to try, try and try again. Remember to say to yourself “You can’t do or understand something yet,” but just keep going and you will!

Aspiration Always reach for the stars and aim for your goals. Challenge yourself and always aspire to be the very best you can be. A positive attitude makes good things happen for you.

Respect Treat other people the way you would like to be treated. Respect everyone in our school regardless of who they are and where they have come from. Everyone is included in our school and you are a very important part of our school.

Teamwork There’s no “I” in a team! If we work together, we can achieve more and more. When we are a whole school team, we are like the glue that sticks us together and that makes us stronger.

We believe these values result in both an effective centre of learning and a caring community

Application Procedure

Visits to the school

We would welcome visits to our school. Please telephone the school office to make an appointment.

Applications

Candidates should complete the application form and return it so that it is received no later than noon on **Monday 18th June 2018**. **All applications to be sent to school by email or by post.**

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You should also include a letter of support with your application, which should not exceed two sides of A4 paper. Please do not restate the factual details already included elsewhere on the application form.

Selection Procedure

The shortlist will be drawn up and the interview process will take place on **Friday 22nd June 2018**

Further details will be sent to those candidates called for interview.

Applicants will be advised on the shortlisting date via email or telephone whether they have been successful. Please ensure your application includes current contact details. If you are not contacted, you will not have been shortlisted for our post.

Equality Monitoring

All applicants will be required to complete an Equality Monitoring form.

Safer Recruitment

Holy Trinity CE (A) Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices

reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant employment reference and health checks.