



ST CATHERINE'S SCHOOL
— TWICKENHAM —



Special Educational Needs and Disabilities Coordinator
Full Time
Temporary for one year
To start September 2026

Welcome to St Catherine's School

Thank you for taking an interest in working at St Catherine's. I hope this job description gives you a good understanding of our ambitious, creative and caring school.

All schools speak of their high standards for pastoral care, teaching and learning, and co-curricular provision and we are also very proud of our record of excellence in these areas. However, what sets St Catherine's apart is our vibrant and happy community; this is a place where pupils and staff feel supported and valued, and where friendship and belonging are everyday experiences.

Working at St Catherine's means being part of a team that puts the girls first, as we seek to bring out the gifts and talents of each individual. We are very proud of our strong exam results and we are also committed to a wide programme of activities and events so that school is exciting, varied and fun. Our dedicated staff enjoy making this possible, whether by encouraging designs for a STEM competition, travelling with the school cast to the Edinburgh Fringe, or simply taking time to listen to the girls. They also support each other, and they take pride in working together to provide the best all-round education for our girls.

I am sure you will enjoy working at St Catherine's and I really look forward to hearing from you.

With kind regards



Mr Andrew McCleave
Head



The Mission and Values of Our School

We are inspired by St Catherine of Siena, who said 'Be who God wants you to be, and you will set the world on fire', to form young women of confidence and compassion, ready for service and leadership in the world. We fulfil our mission through these values:

Community: a place of cheerfulness, dignity and tolerance, where all are welcome

Faith: a Christ-centred school with time for reflection; a culture of gratitude and friendship

Courage: with self-knowledge, resilience and integrity, and a readiness for challenge

Scholarship: where gifts are developed through curiosity, imagination and ambition

Service: commitment to others, to stewardship, and to justice and hope for all

An Outstanding School

St Catherine's School is a Catholic independent Girls' Day School, which draws pupils from a wide catchment area. The site of St Catherine's has been famous since the poet, Alexander Pope, came to Twickenham in 1719. He developed extensive gardens behind his riverside villa and the School is now situated in this garden. In 1992 the School became fully independent and now operates as a charitable trust.

The School enjoys an enviable position next to the River Thames and is only a short distance from the centre of Twickenham. Strawberry Hill Station is a 10 minute walk from the School and Twickenham Railway Station, 15 minutes. Both have regular services to London (Waterloo), Surrey, Berkshire and Middlesex.

Approximately 40% of pupils are Catholic, and we also warmly welcome girls from all faiths and none who are in sympathy with the values of School. The School's Christian values and Catholic ethos is offered in an inclusive and open manner, which allows us to help all girls to explore deeper values. This also underpins our excellent pastoral care system and all staff are committed to caring for each and every pupil.

We help every girl achieve her personal best by providing a broad and balanced education within a stimulating, secure and supportive environment. Success is achieved through personal responsibility, high expectations and a close partnership between parents and school. Emphasis is placed on ambition, creativity and resilience, and on the importance of pupil voice, kindness, and service. Since we are a relatively small school the staff know the pupils as individuals and this creates a strong and happy community.



The School is organised into the Preparatory School, Senior School and Sixth Form all of which are located on the same site. On leaving the Preparatory School, most pupils enter the Senior School and most Year 11 pupils join the Sixth Form.

Academic Scholarships are awarded for Year 7 and for the Sixth Form. Music, Art, Drama and Sports Scholarships are also available, and the all-rounder Siena Scholarship is awarded for the last four years of St Catherine's schooling.

In the Senior School pupils follow a broad academic and creative curriculum. Most pupils study ten subjects to GCSE A Level and three or four subjects at A Level. Sixth Form pupils can choose from a wide selection of subjects and many also complete the Extended Project Qualification (EPQ).

We attach great importance to a well-rounded education and co-curricular activities play a significant role in the life of the School. Competitive events are held throughout the year and there is a healthy rivalry between the four houses (Bronte, Cavell, Nightingale and Pankhurst). The Duke of Edinburgh Award Scheme is also a popular option. Sports include swimming, netball, athletics, cross country, hockey, football, tennis, gymnastics and rounders, and pupils achieve considerable success at county, regional and national level. Music and Drama also play an important part in the life of the School and all pupils are encouraged to participate in productions, choirs, orchestras, ensembles and concerts.

Facilities are very good and include an indoor swimming pool, multi-purpose hall, playing field, newly renovated ICT suites, and netball/tennis courts. Over the past ten years the School has invested heavily in new facilities, including a Sixth Form Centre, Drama Studio, dining facilities and other teaching areas, as well as upgrading the Science Block and playing field - and new projects are underway.

Further details may be found on our website: www.stcatherineschool.co.uk



Scholarships

Each year all-rounder scholarships are offered for deserving pupils in the Senior School (Years 10 - 13). These scholarships acknowledge the School's namesake, St Catherine of Siena, whose passion for learning, personal resilience and great faith, continues to inspire young people who seek to achieve highly, to become leaders, and to serve with compassion.

Year 5 and 6 scholarships are offered for the following areas - Academic, Creative Arts, Performing Arts and Sport.

Year 7 and Sixth Form scholarships are offered for the following areas - Academic, Art, Drama, Music and Sport.

The Curriculum

Prep School:

Central to everything we do in Prep is our belief that every child is an individual who is herself a gift, with her own strengths and talents. Our broad, balanced and challenging curriculum ensures that all pupils make excellent progress academically and promotes creativity and curiosity. Pupils thrive in a nurturing and caring environment and we establish firm foundations for all pupils; specialist teaching enriches the programme and includes French, Spanish, Drama, Food and Nutrition, Music and PE.

Senior School:

Our philosophy at St Catherine's is to inspire our girls to a love of learning. We do this through our small class sizes, passionately committed staff and a broad curriculum that offers a strong core of academic subjects alongside creative and other options. This desire to learn carries our girls through to successful results in public exams and on to the universities and careers of their choice.

The curriculum follows the usual path to I/GCSEs in Year 11 and A Levels in the Sixth Form, and every effort is made to teach according to pupils' abilities, to support all pupils and to stretch the ablest well beyond the demands of the syllabus.

Pupils in Years 7 to 9 have a rich and exciting curriculum and pupils generally study ten subjects to GCSE level and three or four subjects to A Level.

Sixth Form:

The Sixth Form at St Catherine's is tailored to meet the needs of young women in today's society. It has been well-proven that girls thrive academically in a single-sex environment; with the company of like-minded individuals, they can pursue their academic goals free from distraction. Sixth Form pupils can choose from a wide selection of subjects and they also have the opportunity to complete an Extended Project Qualification (EPQ). The uptake of STEM subjects is significantly high, and our girls have the confidence to speak out and be heard.

The Sixth Form is a place of academic rigour, where girls are encouraged to develop their thinking and stretch themselves. In our Sixth Form, small class sizes aren't just a luxury, they are our standard. We offer a bespoke, high-touch environment where every girl is known, heard, and mentored, ensuring no ambition goes unnoticed.



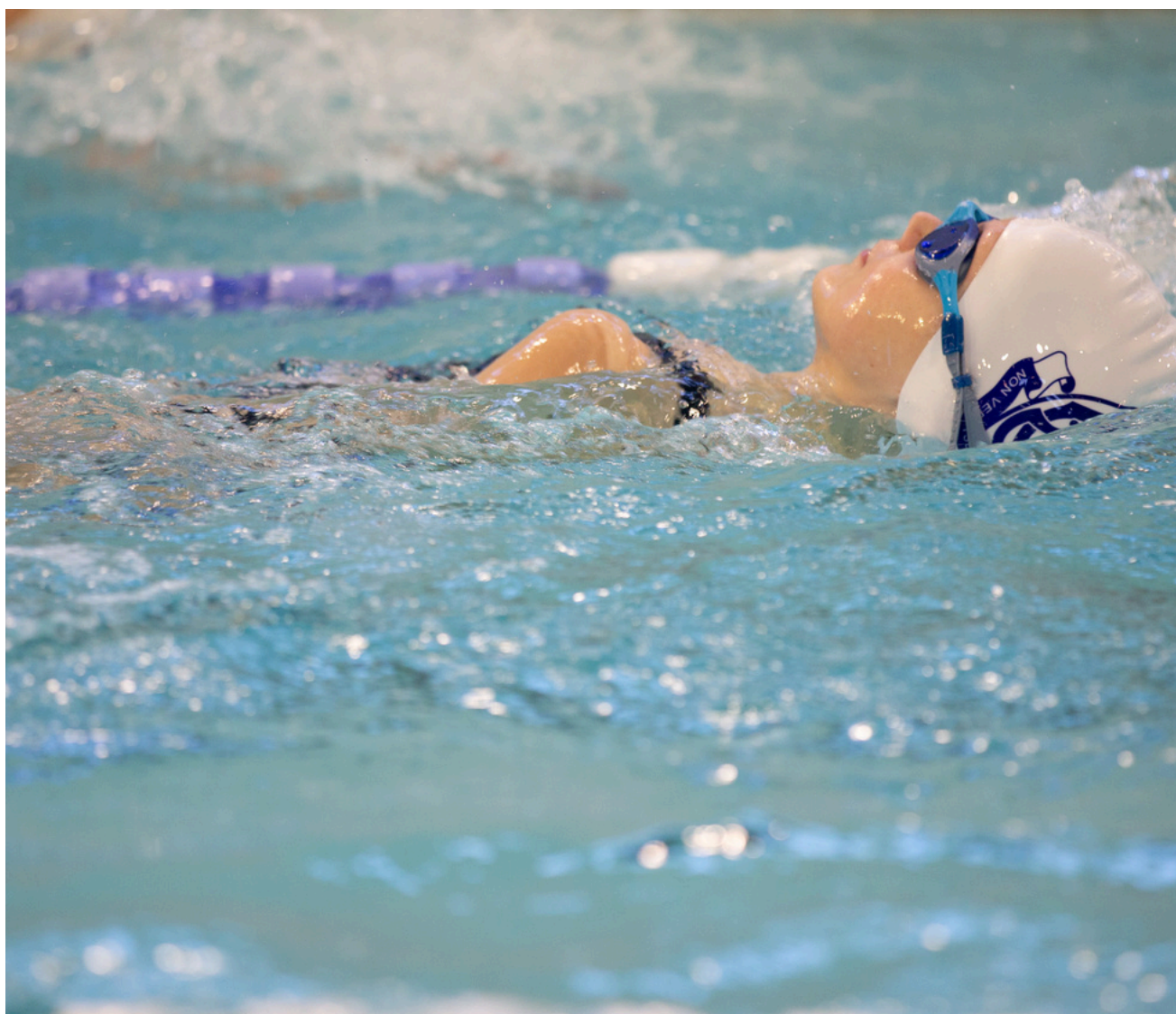
St Catherine's School Benefits

Working at St Catherine's School Twickenham offers a unique and fulfilling experience due to the School's strong commitment to academic excellence, pupil wellbeing, and a happy and supportive community life. The school prides itself on providing a nurturing environment that fosters both personal and professional growth.

Staff benefit from a collaborative and inclusive culture, where innovative teaching methods and ongoing professional development are encouraged. The beautiful, historic campus provides a tranquil setting conducive to creative and effective teaching. Additionally, St Catherine's School's dedication to developing well-rounded students ensures that educators have the opportunity to make a meaningful impact in a setting that values and supports their contributions.

Additional Benefits include:

- Competitive salary
- Pension scheme, including salary exchange
- Employee Assistance Programme for staff and their family
- Complimentary lunch and refreshments
- Cycle to work scheme
- On site parking
- Fee reduction
- Staff wellbeing activities, including swimming, yoga/pilates, static rowing, and prayer group
- Staff Liaison Committee
- A comprehensive training and development programme
- Tickets for school music and drama performances
- End of term celebrations and staff social events



Job Information

St Catherine's is a school very proud of its friendly atmosphere, excellent pastoral care and strong academic reputation. Our School Mission captures the spirit of our happy, confident and inclusive community.

The SENDCo at St Catherine's fulfils an important role in the care and support of all pupils, ensuring that all pupils receive personalised, high quality support that enables them to achieve their potential.

The successful candidate will manage a small team; support girls both individually and in small groups and workshops; and liaise with parents, other staff and external professionals to ensure best practice.

Key Responsibilities:

- Lead the identification, assessment, and monitoring of pupils with SEND;
- Monitor teaching and learning activities to meet the needs of pupils with SEND, and together with the Deputy Head Academic and Head, ensure all staff recognise and fulfil their responsibility for pupils with SEND;
- Identify the most effective teaching approaches for pupils with SEND;
- Coordinate and deliver training for staff on SEND strategies, differentiation and inclusive teaching;
- Monitor the progress and wellbeing of pupils with SEND and adapt provision accordingly;
- Maintain prompt and helpful communication with parents;
- Ensure statutory compliance with the SEND Code of Practice and other relevant legislation;
- Organise Exam Access Arrangements, in liaison with the Deputy Head Academic, and including F8, JCQ applications and assessments;
- Update the Deputy Head Academic and the Head on SEND provision;
- Produce and review SEND policies;
- Attend SEND meetings, Heads of Department meetings, and other relevant meetings;
- Teach a small number of support lessons, including Study Skills;
- Collect and interpret specialist assessment data;
- Attend consultation evenings and keep parents informed about pupil progress;
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND;
- Work with the Learning Support Lead for Prep and maintain oversight of whole School provision and policies;
- Set high expectations so that all pupils are inspired, motivated and challenged;
- Manage behaviour effectively to create a safe, respectful and nurturing environment;
- Take a role within the pastoral team, to tutor and support pupils.



Job Information

Other Responsibilities:

- Adhere to School policies and actively promote the safety and welfare of pupils;
- Adhere to and ensure compliance with the School's Safeguarding Policy at all times and understanding of how this relates to SEND pupils in particular. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risk(s) to the safety or welfare of children in the School, these concerns must be reported to the School's Designated Safeguarding Lead or the Head;
- Undertake and, when required, deliver or be part of the appraisal system and relevant training and professional development;
- Adhere to all School policies, and ensure the health and well-being of pupils is maintained at all times;
- Support colleagues with duties and other supervisory requirements;
- Support and work in collaboration with colleagues, covering lessons and providing other support as required;
- Make a significant contribution to co-curricular activities;
- Contribute to, and attend, School events, INSET, parent meetings, and Open Days;
- Undertake other tasks related to your role, as requested by the Head.

Qualifications, Experience and Personal Qualities:

- SENDCo accreditation;
- Proven experience coordinating SEND provision in an education setting together with an in-depth knowledge of the SEND Code of Practice;
- Ability to develop and implement effective SEND strategies and monitor impact;
- Strong interpersonal skills with staff, pupils, parents and external professionals;
- Ability to lead, motivate and support staff in delivering high quality SEND provision;



Job Information

Qualifications, Experience and Personal Qualities continued:

- Experience of delivering outstanding lessons to pupils of all ages and abilities;
- Experience of supporting pupils of all ages and abilities to make excellent progress;
- Experience of leading successful enrichment and co-curricular activities;
- Mastery of, and enthusiasm for, SEND provision;
- Resilience, motivation and commitment to driving up standards of achievement;
- Genuine passion and a belief in the potential of every pupil;
- Excellent communication, planning and organisational skills;
- A friendly, open and collaborative attitude, and a commitment to School ethos.

The salary, which will depend on qualifications and experience, will be discussed when the position is offered to the successful candidate.

Application

If you feel you have the experience, enthusiasm and commitment necessary for this post, then we would be delighted to receive an application from you.

Please complete the School's application form and submit it along with any supporting documents to recruitment@stcatherineschool.co.uk. If you upload your application via the TES platform, you must still send any additional supporting documents directly to the School at the email address above.

Please note CVs will not be considered and we are only able to contact candidates who have been shortlisted.

Closing date for applications: Wednesday 10 June 2026.

Interviews will be held week commencing 15 June 2026.

Applications will be reviewed as they are received so early application is recommended and the School reserves the right to appoint prior to the closing date.

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. The successful applicant will be subject to a number of safer recruitment checks including Enhanced DBS, Barred List and online/social media checks as part of Keeping Children Safe in Education, and once in post, receive further training and updates.

