



Thornleigh
Salesian College



THORNLEIGH SALESIAN COLLEGE
JOB VACANCY PACK

SENCO

Sharples Park, Bolton BL1 6PQ
Tel: 01204 301 351
contact@thornleigh.bolton.sch.uk
www.thornleigh.bolton.sch.uk



MISSION STATEMENT

THORNLEIGH SALESIAN COLLEGE IS A COMMUNITY ROOTED IN FAITH IN JESUS, WHERE ALL ARE VALUED, LOVED AND CHERISHED SO THEY CAN ASPIRE FOR ACADEMIC EXCELLENCE IN AN ATMOSPHERE OF COMPASSION AND FORGIVENESS WHICH SEEKS TO REACH OUT IN SERVICE AND GRATITUDE.



Thornleigh Salesian College

THANK YOU FOR YOUR INTEREST IN JOINING THORNLEIGH SALESIAN COLLEGE.

This is an exciting opportunity to become part of our thriving and successful 11-18 Roman Catholic School.

Guided by the Salesian ethos of Don Bosco, we are a community that values every individual, fostering an environment of kindness, respect and ambition. Our shared mission is to inspire and support every young person to achieve their full potential.

As a highly regarded and oversubscribed school in both the local community and the Diocese of Salford, we are proud to deliver excellence in all that we do. Ofsted has praised our school as a place where students feel safe, supported and inspired. They highlighted that:

“Pupils and students in the Sixth Form benefit from high quality pastoral care. They enjoy positive relationships with staff. The school is a calm place. Pupils work purposefully. Behaviour is well managed by staff.”

Relationships are at the heart of everything we do at Thornleigh. Students and staff alike benefit from a strong sense of community and shared purpose.

Our students frequently tell us that ‘the best thing about their school is their teachers’ and we are committed to ensuring that staff feel equally valued and supported.

We believe in investing in our staff. From excellent professional development opportunities to a strong focus on staff well-being, we are dedicated to helping you thrive in your career. At Thornleigh Salesian College, you will find a supportive, ambitious and caring environment where you can make a real difference to the lives of young people.

If you are passionate about education, driven to make a difference and excited by the opportunity to join a school with a clear mission and strong sense of community, we would love to hear from you.

Please don't hesitate to get in touch if you have any questions or would like to discuss this opportunity further.

We look forward to welcoming you to our school.

Mike Fitzsimons
Headteacher



“

PUPILS CLEARLY
DISPLAY THE
SALESIAN VALUES.

OFSTED 2024



“

PASTORAL CARE IS
AT THE HEART OF
THE SCHOOL MISSION.

CATHOLIC SCHOOL INSPECTION 2024

SCHOOL POLICIES AND IMPORTANT READING

Please scan the QR Codes below:



SAFEGUARDING &
CHILD PROTECTION
POLICY



KEEPING CHILDREN
SAFE IN EDUCATION



Thornleigh
Salesian College

Job Vacancy

SENCO

Scale: T1-T9 + TLR 1C (£12,517)

Full Time / Permanent

Required as soon as possible

Thornleigh Salesian College is looking to appoint a SENCO to support the facilitation of inclusion for all students.

Purpose

To lead and coordinate the school's SEND provision so that pupils with special educational needs and/or disabilities (SEND) achieve ambitious outcomes, participate fully in school life consistent with our Salesian ethos and make successful transitions. The SENCO at Thornleigh will embed high-quality universal teaching alongside targeted, evidence-based interventions.

Closing Date: 9am Wednesday 10th June 2026

Interview Date: Friday 12th June 2026

Application packs can be downloaded from the school website www.thornleigh.bolton.sch.uk

Please send completed application forms to hr@thornleigh.bolton.sch.uk

This 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 required to complete an enhanced DBS check.

We ask that you accept, in the interests of economy, if you have not heard from us within 3 weeks of the closing date, that you have been unsuccessful on this occasion.

In accordance with Keeping Children Safe in Education 2025, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the interview process.

Job Description

Core responsibilities

Strategic Leadership and Policy

To lead the whole-school strategic planning of SEND, including the school improvement plan priorities (SENDK+ performance, pupil premium performance, adaptive teaching and whole school performance).

- Lead, review and maintain the school's SEND policy, ensuring statutory compliance and coherence with Thornleigh's Catholic Salesian mission and the Preventive System.
- Advise governors and attend appropriate Governing Body committees to report on SEND strategy, outcomes and resourcing.

Operational SEND Coordination

- Oversee day-to-day operation of SEND provision and co-ordinate support for pupils with SEND (including those with Education, Health and Care Plans).
- Ensure accurate identification and timely review of need; lead the graduated approach (assess, plan, do, review) and ensure high-quality, individualised provision maps and /EHCP documentation.
- Maintain up-to-date SEND records and provision maps across the school; ensure data are used to track progress and evaluate impact.

Teaching, Learning and Assessment

- Work with faculty leaders and class teachers to ensure high-quality universal teaching (adaptive teaching) meets the needs of pupils with SEND, prioritise classroom strategies before specialist removal.
- Provide professional guidance and training (INSET, coaching, modelling) so teachers use assessment information effectively to prevent gaps and adapt sequences of learning.
- Support development of effective in-class scaffolding, reasonable adjustments and access arrangements for internal and external assessments.

Partnership Working and Communication

- Be the key point of contact for parents/carers of pupils with SEND, ensuring constructive, regular communication and co-production of plans.
- Liaise with external agencies (Educational Psychology, SALT, CAMHS, social care, health services, LA SEND teams) and make timely referrals.
- Lead transition planning (primary → KS3, KS4 options, post-16 pathways) including liaison with Thornleigh Sixth Form and external providers.

Management of Resources and Staff

- Advise on deployment of SEND funding (including notional SEND budget, Pupil Premium where applicable) and specialist resources to secure value and impact.
- Line manage the SEND team: recruitment, professional development, appraisal, quality assurance and deployment to match needs.

- Ensure effective use of the Oratory and targeted programmes; monitor caseloads and staffing ratios.

Compliance, Safeguarding and Quality Assurance

- Ensure all SEND activity meets statutory requirements (Children and Families Act 2014, SEND Code of Practice), and the school meets its duties under the Equality Act 2010 (reasonable adjustments, access).
- Work closely with the Designated Safeguarding Lead to safeguard vulnerable pupils and ensure SEND pupils' needs are considered in safeguarding processes.
- Lead and contribute to quality assurance: lesson visits, work scrutiny, pupil voice and outcome analysis to evaluate the impact of SEND provision; report findings and improvement actions to SLT and governors.

Qualifications, Experience and Professional Attributes

- Qualified teacher status (QTS).
- Evidence of recent, successful experience leading SEND provision in a secondary school.
- National Award for SEN Coordination (or be willing to complete within three years of appointment if not already achieved).
- Strong knowledge of the SEND Code of Practice, EHCP processes, statutory requirements and current best practice in inclusive pedagogy.
- Experience of leading and developing teams, managing budgets and working with external agencies.
- Commitment to the Catholic Salesian ethos: relational leadership, optimism about young people and the preventive system.

Key Skills and Behaviours

- Strategic, evidence-driven decision making with strong organisational skills.
- Excellent communicator with parents, staff and external professionals; skilled in difficult conversations.
- High level of emotional intelligence, resilience and commitment to pastoral care.
- Clear commitment to inclusive practice: prioritises high-quality classroom teaching before specialist withdrawal.
- Data literate: can interpret assessment information and convert it into actionable plans and measurable outcomes.

Measures of Success (examples)

- Improved progress and attainment for pupils with SEND (termly RAG against individual targets, narrowing of gaps with peers).
- Timely completion and high quality of statutory documentation (EHCP reviews, annual reviews).
- Positive parental satisfaction and evidence of co-production (survey/casework feedback).
- Demonstrable improvement in classroom practice for adaptive teaching (learning walks, work scrutiny).
- Effective use of SEND budget with clear impact on pupil outcomes.

Safeguarding

- Must demonstrate commitment to keeping pupils safe; undertake mandatory safeguarding training and follow school safeguarding policy and KCSIE procedures.

