# Advert Request Form (ARF) for

# Academies, Independent Schools or Free Schools

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| **School Name** | St Mary’s Church of England Primary School, Hadleigh |
| **School Address** | Stonehouse Road, Hadleigh, Suffolk |
| **School Post code** | IP7 5BH |
| **Purchase Order no.** |  |
| **Invoice address** | As above |
| **Invoice email** | admin@stmaryshad.co.uk |

|  |  |  |
| --- | --- | --- |
| **Contact details** | **First Contact** | **Second Contact** |
| **Name** | Matt Vale-Smith | Simone Ferguson |
| **Telephone Number** | 01473 823268 | 01473 823268 |
| **Email address** | [head@stmaryshad.co.uk](mailto:head@stmaryshad.co.uk) | admin@stmaryshad.co.uk |

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| --- | --- |
| **Job title or event title** | SENCO |
| **School name to appear on the advert** | St Mary’s Church of England Primary School, Hadleigh |

**Suffolk Jobs Direct and JBB (Jobs Board Bundle)**

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| Which [Suffolk Jobs Direct package](https://view.pagetiger.com/sjd-rate-card/2021-2)? | Standard  £75 |  | Enhanced  £200 | **x** | Premium  £325 |  | N/A |  |
| Add a [Jobs Board Bundle](https://view.pagetiger.com/sjd-rate-card/2021-2) for: | +£349 |  | +£325 |  | +£299 |  | N/A |  |

**Additional advertising – External websites and print, newspapers and magazines**

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|  |  | Suffolk | Advertising | use only |
| Other print / web name | **Insertion date** | Size/ format | Vacancy ref | Order no. |
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## **Please complete the advert template on page 2, providing all essential information to avoid delay.**

Once completed, please email this form and your attachments to: [schools.advertising@suffolk.gov.uk](mailto:schools.advertising@suffolk.gov.uk)

**Advertising use only**

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| --- | --- | --- | --- | --- | --- |
| **Ack Checked** |  | **Uploaded** |  | **Job no.** |  |
| **Ack Sent** |  | **Approved** |  | **ORC no.** |  |
| **Deadline** |  | **Social Posted/boosted** |  | **SJD Charged** |  |

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| **Advertising Team notes** |
|  |

## **Please:**

## **include your advert text on this page**

## **use the below format, including all the essential information in bold.**





**St Mary’s Church of England Primary School, Hadleigh, IP7 5BH**

**SENCO**

**MPS/UPS (+SEN allowance for SEND qualification where applicable)**

**0.4 FTE**

**From January 2025**

**Your role**

We are looking to recruit a non-teaching energetic, enthusiastic and knowledgeable SENCO to join our friendly, inclusive school. The post is part-time for 2 days a week.

**Your responsibilities**

We are looking for someone who is passionately committed to promoting inclusive education, who can ensure that all our pupils have access to the whole curriculum and have their individual needs met.

We are looking for a SENCO who will -

* Oversee the day-to-day operation of the school’s SEN policy
* Co-ordinate provision for children with SEN
* Support staff in understanding the needs of SEND pupils, through CPD and monitoring
* Liaise with parents/carers of pupils with SEN
* Have commitment and determination to champion our children to meet their potential

**You will need:**

* National SENDCO Award or be working towards
* Qualified Teacher Status
* Strong behaviour and management skills, attention to detail and the ability to meet deadlines
* Excellent subject knowledge
* A good understanding of SEND Code of practice
* Good understanding of the national curriculum in all phases

**About us**

Hadleigh C of E Primary is a medium sized school (150 pupils) in the heart of Suffolk. We are part of the Diocesan MAT and have a friendly and committed team. We build strong foundations and use our school values to enable our children to reach their fullest potential. They learn to value themselves, cherish one another and take responsibility for the world around them. We are a 'Good' school (Ofsted, May 2025).

**We will offer you:**

* A welcoming, caring and friendly team – including a dedicated pastoral team
* A non-class based role
* A unique opportunity to help shape a school with a new leadership team and keen, eager children, governors and parents
* A Multi Academy Trust (MAT) who put the children at the centre of all their decisions
* A school and MAT who care about staff workload and wellbeing
* Professional development opportunities

**For more information:**

For an informal discussion please contact Matt Vale-Smith, Headteacher on (01473) 823268.

More information can also be found on our website <https://www.stmaryshad.co.uk>

To organise visits to the school please contact Simone Ferguson, Office Manager at [admin@stmaryshad.co.uk](mailto:admin@stmaryshad.co.uk) or on (01473) 823268

**How to apply:**

Please complete the application form.

Completed application to be returned to [admin@stmaryshad.co.uk](mailto:admin@stmaryshad.co.uk) or posted.

**Closing date: 5pm 16th Oct 2025**

**Interview date: 22nd Oct 2025**

St Mary’s Church of England Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for all posts.