



Primary SENDCo Information Pack

Dear Candidate,

Thank you for your interest in the role of Primary SENDCo at King Solomon Academy. In this pack, we hope to help you understand more about the role, our school community and the kind of person we are looking for to join our team.

King Solomon Academy is a unique and very special place. As an all-through school serving pupils from Nursery to Sixth Form, we have the privilege of shaping a young person's entire educational experience. Since our inception in 2007, our mission has always been clear: to provide a rigorous and transformational education to each and every child, preparing them to be successful at university and beyond. We commit to this mission because we believe it is the means to address educational disadvantage and lead the way on system change. Our mission is underpinned by four shared values that apply equally to children aged two or eighteen, teachers, leaders, support staff, parents or our wider community of stakeholders: to always aim high, work together, be kind and lead the way.

In 2014, KSA's first ground-breaking GCSE outcomes set a new national bar. These results showed what was possible for a cohort of pupils where 75% were entitled to Pupil Premium. Now, we are proud to produce excellent outcomes in every phase of the school starting with the strongest possible foundations in our primary phase: 87% of our Reception children achieved a Good Level of Development (GLD), 91% of our Year 1 pupils passed the Phonics Screening Check and 73% of our Year 6 pupils achieved the expected standard in Reading, Writing and Maths (RWM) in 2025. Nationally, 47% of children eligible for Pupil Premium achieved RWM, compared to 64% at KSA. These achievements reflect the dedication of our staff, the ambition of our families, and the shared and unwavering belief that our children can and will succeed when we do our best work.

The Primary SENDCo role is central to this mission. It is an exciting opportunity to ensure we continue to grow as an inclusive school promoting excellent outcomes and culture for all pupils, especially those with additional needs. Our school has significantly higher than national averages of pupils with SEND across all four areas of need. As part of the Ark network, one of the country's most successful Multi-Academy Trusts, you would gain access into a wealth of wider opportunities for professional growth and training to support your work in championing all pupils' needs.

We are looking for someone who is excited by the opportunity to show what is possible; who has a deep belief in the potential of every child and every member of staff to be safe, happy and successful in our school community; who combines intellectual ambition with humility; and who is able to lead with clarity, compassion, and conviction. If you share that same sense of mission and are excited by the opportunity to contribute to the next chapter of KSA's story, we would be delighted to receive your application.

To apply, follow the link at <https://kingsolomonacademy.org/jobs/vacancies>. The deadline to apply is on **2 March 2026**. Please note we will be reviewing applications on an on-going basis, and this advert may close earlier than advertised depending on the level of response. Early application is advised. To discuss the role, please feel free to email the Principal's PA, Abigail Saleh. (a.saleh@kingsolomonacademy.org) or phone on 0207 563 6901.

Yours sincerely,

Beth Humphreys
Principal

Palesa Gunn
Primary Co-Headteacher

Nick Walters
Primary Co-Headteacher

Job Description: Primary SENDCo

Reports to:	Primary Co-headteachers
Start date:	September 2026
Salary:	Ark Mainscale and Upper Pay Spine (£41,328-£65,000 plus TLR 2B (£5,870)

The role

Reporting to the Senior Leadership Team, the Primary SENDCo will co-ordinate KSA Primary's provision for pupils with Special Educational Needs and Disabilities (SEND). They will be a champion for inclusion across the school.

The Primary SENDCo will work closely with the Senior Leadership Team, professionals, staff, parents and pupils to enable our pupils with additional needs to feel safe and happy in school and make progress in all areas of their learning. They will participate in processes to ensure that all pupils with identified special educational needs have timely and accurate reviews of their ongoing needs and targets (including Annual Reviews for those with EHCPs) as well as securing and organising the appropriate funding, assessment, resources and support for pupils with emerging SEN.

The Primary SENDCo will contribute to planning the medium and long-term academic provision and goals for pupils with identified or emerging SEND, and support staff with shorter term sources of support for pupils in lessons, and around the school, through co-planning, assessment and support in class.

All responsibilities will be expected to be taken on alongside teaching identified groups of pupils, likely to be pupils with significant SEND and/or pupils who are working well below their peers in order to close their gaps as rapidly as possible.

You will:

- Lead with kindness, confidence and a determination for every pupil to thrive
- Support pupils to overcome barriers to learning whether by strong universal, targeted or specialist provision
- Train staff on inclusive best practice, so that they can meet all pupils' needs
- Help shape a warm-strict culture that enables pupils to learn best and teachers to teach their best

This role could be an excellent next step for an experienced primary teacher who is keen to take on new leadership responsibilities with a focus on inclusion. It would also suit an experienced leader eager to make the transition to a new, larger, challenging school context.

We are open to considering both candidates who already have a SENCO qualification and those who would commit to undertaking this course of study upon successful application.

Key responsibilities

The Primary SENDCo will:

- Write and review Education Health and Care Plans (EHCPs), Individual Learning Plans (ILPs) as well as any other pupil-specific planning regarding pupils with identified SEND.
- Lead on our whole school Graduated Response to ensure all barriers to learning are identified and overcome for every pupil.
- Co-ordinate working relationships between the academy and external agencies working with pupils including speech and language services, educational psychology services and other outreach services for pupils with identified or emerging SEND.
- Plan the usage of the SEND budget with the relevant senior leader in order to ensure all teachers, teaching assistants and learning support assistants have the most relevant and useful resources they require, when working with pupils who have identified SEND.
- Run training for individual staff members, year teams and all primary staff on specific strategies to support pupils (as well as working all-through where appropriate) including through coaching, drop ins and through more formal line management of members of the primary inclusion team.
- Be a point of contact and information for the parents of pupils with SEND.
- Ensure that accurate records are kept regarding pupils with SEND and that relevant information is easily accessible to appropriate staff.
- Teach identified groups of pupils to enable them to make progress in their learning.
- Bring joy every day.

Other specific responsibilities

- Schedule, co-ordinate and participate in Annual Review meetings for pupils with an Education, Health and Care Plan.
- Set and review appropriate learning and development targets for pupils with SEND on ILPs or short-term support plans.
- Apply for contingency funding and EHCPs for all pupils with emerging special educational needs and collaborate with colleagues, external agencies and families in order to do so successfully.
- Contribute to risk assessments for trips and events which include pupils with SEND.
- Periodically review the information stored by the academy about pupils with SEND to ensure its accuracy and accessibility.

Other

Undertake other various responsibilities as directed by the Principal or Primary Co-Headteachers.

Role review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the postholder's annual performance review and are subject to change. However, it may be altered at any time in consultation with the postholder, subject to the Principal's approval.

Person Specification: Primary SENDCo

Necessary qualification criteria

- Qualified to degree level and above
- Completed nationally certified SENCO training (*or commitment to undertake this upon appointment*)
- Qualified to teach in the UK
- Right to work in the UK

Essential experience

- Experience of teaching in challenging classroom environment
- Experience of achieving excellent standards of pupil progress in classes taught
- Experience of working with pupils who have SEND

Skills and attributes

We are looking for these skills and attributes in line with our values or - at the very least - a candidate's clear, demonstrable capacity to develop them:

“Aiming high”

- Prepares for success with excellent organisational skills
- Works hard to achieve goals
- Never gives up on ourselves, our teammates or our mission
- Willingness to play a full part in school life and go above and beyond to ensure success
- High energy and driven by a ‘whatever it takes’ attitude.

“Working together”

- Works effectively as part of a team
- Seeks out opportunities to build on own and others' strengths and helps others to be better through a culture of clear, kind feedback
- Makes a strong contribution to assessments and child-led planning

“Being kind”

- Able to create a safe, happy and successful environment for everyone in our community
- Shows gratitude
- Takes care of others
- Exhibits pride in achievements of self and others

“Leading the way”

- Has a passion for working with children
- Is a positive role model to others
- Is brave
- Shows initiative
- Feels passionate about creating a better future

Other

This post is subject to an enhanced Disclosure and Barring Services check.



Principal: Beth Humphreys

Beth Humphreys graduated from the University of Edinburgh with an MA in English Literature and French and then completed a second Masters' degree in Educational Leadership at The Institute of Education. She joined Ark King Solomon Academy in 2012 as an Assistant Head and then Deputy Head, leading on curriculum and professional development in the secondary phase. She moved to become Head of Primary in January 2017 and then Associate Principal, navigating a successful merger with Ark Paddington Green Primary as well as the covid pandemic and post-covid recovery period. She was appointed all-through Principal in January 2024. Beth is proud to serve our all-through community and is passionate about ensuring our children get the very best start in life anyone could give.



“Our shared work is to make it possible for each and every child in our care to lead safe, happy and successful lives.”

Primary Co-Headteachers: Palesa Gunn and Nick Walters



Palesa Gunn graduated from the University of York with a BA (Hons) in History and then completed her teacher training through the Teach First Leadership Development Programme at The Institute of Education. She joined Ark King Solomon Academy in 2022 as an Assistant Head and then became Deputy Head, leading on teaching and learning in the primary phase. She moved to become Co-Headteacher of Primary with Nick in September 2024. She currently sits on the Ark network's Early Writing Workstream Group, focusing on raising attainment over the next three years. Palesa is driven by the mission to ensure all of our children, regardless of start point, are able to flourish and meet the ambitious standards that we have for them, with joy at the heart of all that we do.



Nick Walters graduated from St Catharine's College Cambridge with a BA in Modern and Medieval Languages then joined Teach First's first official Primary cohort. After teaching in Hackney, then a career move working as an Anglican priest and charity leader on serious youth violence in Chalk Farm, he joined KSA in 2020 as Assistant Head for Inclusion. Nick took on responsibility for all-through inclusion in 2023 before becoming Deputy Head in 2024 and Primary Co-Headteacher with Palesa in 2024. Nick now leads on primary safeguarding, pastoral care and attendance and sits on Ark's SEND Workstream Group, helping to develop the network's 3 year SEND strategy.



Benefits of being a leader at KSA

Leading at King Solomon Academy offers a rare combination of professional challenge, personal fulfilment, and long-term career development. Our leaders join a community that is ambitious for children, committed to staff growth, and united by a shared sense of purpose.

A Mission That Matters

KSA staff are all aligned around our shared commitment to addressing educational disadvantage and making system change. The work is meaningful, the impact is tangible, and the sense of purpose is energising.

Leadership With Real Influence

Because KSA is an all-through school, leaders have the opportunity to shape a child's journey across six key stages from early years to university. This brings:

- Strategic influence across multiple phases
- Deep, long-term relationships with families
- The chance to design coherent curriculum and culture from ages 2–18

It's a level of impact that few schools can offer.

A Community That Values Its Staff

Our staff stay, grow, and lead because they feel part of a team and a family. We are proud of the ways in which we work to enable staff to work part-time or flexibly. We support staff who are parents to be part of their children's school communities in the way we expect of KSA parents.

We have a thriving staff social calendar for those who want to participate with events including a bonfire night with toasted marshmallows and hot chocolate in our woodland garden in November or the Easter Soiree showcasing staff talents in April.

A Place to Build a Career

Many of our senior leaders have progressed internally, and we are committed to developing the next generation of school leaders. Whether you aspire to headship, trust-wide leadership, or specialist expertise, KSA provides the stretch, support, and opportunities to get you there.

Being a Senior Leader in the Ark network

Ark is an international charity, transforming lives through education. Ark exists to make sure that every child, regardless of background, has access to a great education and real choices in life. The highly successful network of 39 schools educates over 20,000 pupils across Birmingham, Hastings, London and Portsmouth, and is now recognised as one of the highest achieving academy groups in the country.

Great schools are made of great leaders and we know strong senior leadership is key to ensuring our students have access to a great education. This is why we recognise the value of supporting and investing in our staff.

There is room to grow at every stage of your career – even as a senior leader. With Ark, you will be joining a team of successful school leaders committed to supporting each other and sharing new ideas and best practice. From nationally accredited development programmes to residential trips with fellow leaders, at Ark you'll be given all the tools and support you need to develop as a successful school leader. Ark runs a number of additional leadership programmes which provide structured support for our leaders to develop. This includes coaching and the opportunity to visit other successful schools inside and outside the Ark network.

All Ark staff gain access to a host of benefits to support you, including:

- Teaching salaries that are 2.5% higher than main pay scale
- Twice as many training days as standard
- Generous pension schemes
- Access to exclusive discounts and support – from gym reductions to discounts in over 3,000 retailers
- Interest-free loans of up to £5,000 available for train season tickets or to buy a bicycle
- Access to our Employee Assistance Programme, which provides free confidential counselling, legal advice and a range of different support.

Find out more here: <https://arkonline.org/careers/why-work-with-us/>

Positive Action and inclusive recruitment at KSA

We are keen to bring new perspectives and backgrounds into our school to build a diversity of thinking so that we can build the best school possible. Following an analysis of our teaching body, we are actively welcoming qualified candidates from Black and Ethnic Minorities, as they are

currently under-represented amongst our teachers. This is particularly important given the diverse community we serve.

We want to make applying to and working at King Solomon Academy as inclusive as possible, and have a variety of systems in place to ensure that our approach is as fair and open as possible:

- Transparent application procedure, including a well signposted interview day, which tells candidates how they will be assessed and how they can prepare
- 'Blind' screening of applications, discounting identifying characteristics when shortlisting, in pairs
- Diversity and Inclusion training for senior leaders involved in recruitment
- Interview processes which include a range of leaders to avoid any individual bias
- Discussion with the Staff Working Group (staff consultative body) to ensure the recruitment process is inclusive.

Ark Safe Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.