

KEW GREEN

preparatory school



JOB DESCRIPTION BROCHURE FOR: SENDCo

Creativity / Collaboration / Confidence / Communication

www.kgps.co.uk

 GARDENER
SCHOOLS GROUP



INFORMATION FOR CANDIDATES APPLYING FOR THE POST OF SENDCO

Kew Green Preparatory School - Introduction from Gardener Schools Group MD, Theo Brehony

Kew Green Preparatory School is celebrating its 20th Anniversary. As the second school founded by Gardener Schools Group, Kew Green has stayed true to its ethos with a clarity of purpose that has allowed the school to establish an excellent reputation. The school has not stood still in recent years and the mindset of constant growth and improvement runs through every aspect of school life. In 2023 the school achieved "Excellent" in its ISI qualitative inspection:

"The quality of the pupils' academic and other achievements is excellent. Pupils demonstrate excellent levels of academic achievement as a result of highly supportive teaching and nurturing pastoral care. Pupils attain strong results in externally standardised tests, and their performance in senior school entrance examinations is highly successful, in line with the aims of the school." ISI Report 2023

Kew Green is fulfilling its potential in all senses of the phrase for its children. We really don't believe all schools are the same. Now Kew Green School is ready to move forward to its next stage.

Kew Green is part of the Gardener Group of four schools. This is a great advantage for an incoming SENDCo. While we seek to appoint someone dynamic with a drive to innovate, they will not commence their journey as SENDCo alone. The SENDCos of our four schools work closely together and are a source of support and inspiration to each other.

We know that to stand still is to fall behind. Recently we have established a nursery at an adjacent site, meaning we are now a 2-11 Years school. This has also meant we can expand our facilities, adding a new art/DT space and a café in the new building and providing a science room in the main school.

In a competitive market for independent schools, we will seek to maintain our excellent 11 plus results and high achievement in all areas for our children. We want to apply academic rigor and challenge to all that we do without sacrificing our nurturing and positive ethos. We believe children can grow without losing the joy of childhood.

Kew Green pupils have preferential access to our senior school, Kew House and this is a source of reassurance to many families. However, we know that maintaining the school's independence and sending pupils to a range of leading schools is still very important to parents. Upholding this balance will be a priority for the new Head.

Kew Green has established a culture of shared excellence and openness within its staff body. We believe we can always improve and innovate and we have a genuine open-door policy for teachers and parents. We are a community. We are now looking forward to meeting candidates for the role and are confident we can appoint someone who will relish this opportunity.

Theo Brehony
Managing Director
Gardener Schools Group

OVERVIEW

Kew Green Preparatory School (KGPS) is a non-denominational and non-selective co-educational Nursery and Preparatory day school for boys and girls aged 2-11. Around 270 children attend the School (Nursery to Year 6).

History and Location

The School was founded by the Gardener Schools Group in 2004. It lies in a beautiful and quiet setting close to the River Thames, adjacent to the world-famous Royal Botanical Gardens in Kew, South-West London.

The School itself is an attractive four storey building surrounded by mature trees. The building was previously owned by Kew Gardens (which the School uses regularly) and is opposite Kew Green, a large open space where many of the School's sporting activities take place. The nearby parish church, St Anne's, is used by the School for music concerts. The popular towpath along the River Thames is also easily accessible from the School site. More information about the School can be found on its website: www.kgps.co.uk

There are good transport links to and from the School by road and to central London and beyond by public transport (rail, underground and bus). The School supports and is committed to the local authority's "Green Transport Policy" that encourages greener transport modes to and from school (like walking, cycling, public transport or car sharing) in order to reduce local traffic congestion caused by the school run. Pupils are asked to come to school either by public transport, bicycle, walking or by the School bus service. Kew Green Preparatory School has its very own school bus and the School offers morning and afternoon bus services to the Grove Park and Chiswick areas. Adherence to this "green" travel plan is a condition of acceptance of a place at the School.



OVERVIEW

Mission

To see every child as an individual, inspiring and equipping them to be ambitious and achieve success; happy, motivated and able to shape a brighter future for themselves and society more widely.

Ethos

- KGPS places great emphasis on the achievement of a child's potential, whether academic or co-curricular. This is done, in part, by instilling in pupils the values of KGPS which are **Curiosity, Creativity, Confidence** and **Collaboration**.

The Group also believes that parents have a great role to play in school and an "open door policy" is encouraged so that each school becomes a hub for the community it serves, not just for the pupils, but also for the parents and staff.

The holistic school curriculum is designed to engender confidence and self-esteem, leading to intellectual risk taking and a love of learning. KGPS believes this approach to learning and its clear values with strong parental involvement helps pupils achieve excellent academic results and produces well-rounded, happy, thoughtful and considerate students.

Children are encouraged to develop individual thought and self-motivation in all areas of study – but within a caring and nurturing environment to ensure strong support and guidance.

The School is non-denominational and while Religious Education is taught, covering a wide number of world faiths, the School welcomes children from all faiths and none. School assemblies also focus on awareness of world religions as well as important humanitarian and spiritual issues of topical importance.



Facilities

The School has well-equipped facilities. In addition to light and airy classrooms, there is a computing lab, science room, fully-equipped music room, a dining hall and staff room. New facilities have been added recently including a new nursery, art/DT room and parents café. Outside there is a large playground backing onto the river, and the school makes use of Kew Green for sports.

Leadership and Governance

The Senior Leadership Team (SLT) comprises of the Head, the Deputy Headteacher, Director of Studies, Head of Data and 11+, and DSL, Head of Upper School, Head of Year 1 & Year and the Head of Nursery and Reception.

In addition to the SLT, the SENDCo can draw on considerable support from other SENDCos within the Gardener Schools Group and a full complement of class and specialist subject teachers as well as support staff, learning support assistants and visiting teachers.

KGPS also has a 'School Advisory Board' comprising of two elected Parent Representatives, an elected Staff Representative, and representation from the Headteacher, Directors and two Parent Alumni representatives, with one acting as the Chairperson. This advisory body has no formal financial or management responsibility or powers but it meets termly (3x per year) and passes on advice to the Head and to the proprietors (Gardener Schools Group Ltd). The Parent Representatives act as the spokespeople for parents.

Functions such as Finance, Payroll, HR, IT and Business Development are managed centrally via GSG 'group'.

The School has been regularly inspected by the ISI and its very positive Integrated and Compliance reports can be found [here](#).



OVERVIEW

Academic and Curriculum

In the Lower School (Early Years to Year 2), the focus is on teaching the basic skills in numeracy and all aspects of literacy – and these are deployed across the whole curriculum. Most lessons are taught by the same teacher except Music, French and Spanish, Art and DT, Computing and PE and Games which are led by specialist teachers. Children are also assessed for any additional support or learning needs.

In the Upper School (Years 3 – 6), the system of Class Teachers and specialist teaching continues. However, pupils are introduced to specialist teaching in English and Maths, placed in ability groups to further support pupil progress and achievement. The School also complements classroom-based learning with trips and visits and outside speakers (including parents). Learning and development includes an active programme of curriculum sport, plus opportunities for residential trips such as outward-bound trips to Norfolk (Year 3) and a week at Moorland Hall in Devon (Years 4 and 6), where children undertake surfing, bodyboarding, abseiling and gorge walking. Year 5 head to Dorset for camping and orienteering while Year 6 also visit Alpes D’Huez for a week’s skiing.

The School makes provision for Learning Support (SEND) through its Progress Centre led by a Special Educational Needs Coordinator (SENDCo) and a team of teachers and learning support staff.

This Progress Centre provides appropriate and engaging intervention programmes and class support for pupils with additional educational needs, irrespective of subject or skill set (Social skills, Sensory/Physical needs and Personal Organisation).

Team members work in collaboration with class teachers, parents and sometimes outside specialists to set targets, to implement new teaching approaches and deliver outcomes which enables teaching to be as effective as possible.

KGPS pupils achieve excellent results and typically go on to attend a wide range of well-known day and boarding schools in London and across South England. KGPS pupils are offered automatic entry to GSG senior schools – Kew House School and Maida Vale School – which then offers the guarantee of a ‘through’ education from 2–18 years. For boys and girls choosing other senior schools, KGPS prepares children for relevant 11+ entrance exams and pupils also go on to schools such as: St Paul’s, King’s College Wimbledon, Godolphin & Latymer, Hampton, Kingston Grammar, Notting Hill & Ealing High, Emanuel, Putney High and Francis Holland.



OVERVIEW

Co-Curricular

Sport: a wide range of sports options are on offer, both as part of the curriculum and in extra-curricular clubs. The sporting programme is designed to improve levels of confidence and skill, combined with enjoyment and a healthy competitive spirit.

All pupils receive timetabled PE and games lessons where they have the chance to participate in gymnastics, dance, swimming, cross-country, fitness lessons, athletics and traditional team-sports. Specialist coaching is provided.

For those in Years 3-6 there are competitive fixtures against other schools and KGPS hosts netball, football and rugby matches and festivals against other local schools and has teams representing the School in national IAPS competitions.

Music and Drama: the School has a strong musical life with weekly music lessons for all children given by a music specialist in a well-equipped music room. Over half of pupils learn at least one musical instrument with a specialist music teacher, covering a wide range of string, woodwind and brass instruments in addition to drums, piano and singing.

A range of music clubs and groups/ensembles are offered including a Lower School Choir, Upper School Choir, Chamber Choir, Orchestra, and a Guitar Ensemble. There are performances, recitals and after-school concerts and all pupils have the opportunity to perform at major school concerts which take place at St. Anne's Church on Kew Green. Major musical productions take place in Years 4 and 6, including most recently the Year 4 musical production of 'The Troy Story' and the Year 6 musical performance of 'A Midsummer Night's Dream'. The choir will be touring Barcelona in the Summer Term of 2025.

Children regularly perform in drama at school, both as part of the curriculum, school productions, class assemblies and poetry recitals.



Art & DT: Creativity is at the core of the school. In addition to the specialist teaching in Art & DT, with the creative mind very much instilled as part of the school ethos and aims, the school champions a range of enrichment opportunities in Art & DT. The school often celebrates scholarships in Art at 11+.

Computing: Computing and the School's Digital Learning Strategy is an important area of the school. Technology is used throughout the curriculum to further enhance teaching and learning, and the school hosts regular 'Tech talks' for pupils and parents.

OVERVIEW

Pastoral

While encouraging children to shine and be confident, KGPS also works to ensure strong pastoral care and support for children. Personal, Social, Health and Citizenship Education (PSHCE/PSHCE) underpins the School's ethos to build children's confidence, self-awareness, and decision-making skills.

As part of our PSHEE curriculum and embedded in our pastoral structure, pupils are encouraged to identify and share their opinions in open class discussion and during assemblies on a wide range of matters including current affairs, charity work and personal reflection with values championed at every step. All feelings, thoughts and opinions are shared openly and without judgement.

The school champions a positive behaviour policy, supported by the positive reward system in place. This involves a merit/point-based system to celebrate and incentivise pupils. 'Merit Assemblies' are held each week to reward individual children for their achievement. Accolades include: Sports Star, French Speaker, Musician of the Week and Merit Badges to recognise children who have excelled in effort, achievement, attitude and contribution. There is strong focus on ensuring good behaviour but within the whole-school ethos of respect and tolerance.

At KPGS tolerance and respect for others is emphasised, diversity is celebrated as well as the importance of contributing to society.

Parents are encouraged to be involved in school life, working in partnership with the school. Parents receive a weekly newsletter to update parents on school life, achievements and remind parents of key information. The school has a café which many parents use and the school uses for parent coffee mornings.



Community and outreach

KGPS places importance on its Environmental and Social Responsibility initiatives and, together with parents, support West London Action for Children. Other initiatives include partnerships with local state schools and litter picks.

There is a School Council comprising of pupils from each year group and their ideas for new initiatives are listened to and supported.

The parents' group is known as the 'Friends of Kew Green Preparatory School'. The group works with the school to organise school community events throughout the year whilst simultaneously fundraising for KGPS's chosen charities.



About Gardener Schools Group

Gardener Schools Group (GSG) is a family company that was founded by experienced former state-school teachers 34 years ago. From a small Saturday school, Ravenscourt Park Prep School was then formally established due to growing demand for places, and this was followed by a senior school and two other prep schools.

Today, the Group comprises four independent, co-educational schools in London that educate around 1,300 children aged 4 -18 years: Ravenscourt Park Preparatory School, which opened in 1991; Kew Green Preparatory School which opened in 2004; Kew House Senior School which opened in 2013; and Maida Vale School which opened in 2020.

Each school follows an educational approach based on excellence and innovation while establishing strong family communities at each location.

GSG's approach to education is based on a strong belief that talent must be nurtured to enable every pupil to reach their maximum potential. This holistic approach is designed to foster each child's intellectual, moral, spiritual, physical and emotional development. Children are guided and motivated to achieve to their best but in as happy, caring and nurturing environment as possible.

THE ROLE

This job description is designed to provide a context for the role and is not in itself an exhaustive summary. The post-holder will have previous leadership experience and need to show their own initiative, with a pro-active approach in order to lead effectively.

Responsible to: Headteacher

Our SENDCo will:

- Inspire children, teachers and parents
- Lead the department with vision and clarity of goals to be achieved
- Disseminate good practice & practical support in SEND across the school and co-ordinate the provision for SEND pupils
- Be familiar with all aspects of the statutory requirements for SEND, subjecting it to regular review and upgrading as required
- Work closely with the Senior Leadership Team (SLT) to monitor the effectiveness of provision for pupils with SEND support throughout the school
- Advise and monitor all staff on the teaching of SEND and ensure that lessons are differentiated to embrace all ability levels
- Identify and teach small, targeted groups of pupils who require additional provision.
- Support pupils with SEND with their examinations for independent secondary schools at 11+
- Work closely with teachers to set targets for raising achievement among pupils with SEND
- Ensure all members of staff recognise and fulfil their statutory responsibilities to pupils with SEND
- Regularly review provisions, learning plans and Educational Health Care Plans (EHCPs), as required and ensure that these are shared with all school staff including auxiliary, as appropriate
- Co-ordinate the statutory process for pupils with an EHCP
- Take responsibility for Learning Support Assistants, offer support, guidance and advice
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND
- Ensure full use of audio/visual and I.T. resources to enrich SEND teaching
- Be familiar with standardised tests used by the school to monitor academic progress.
- Work collaboratively with the Head of Assessment and Data to analyse annual progress data, identifying trends and areas of need to inform targeted interventions and ensure the best possible outcomes for pupils with SEND.
- Liaise with external agencies, including the Local Authority
- Work closely with the Play Therapist and Speech and Language Therapist to coordinate appointments, facilitate communication between parents and therapists, and ensure a holistic understanding of each child's needs through ongoing liaison and information sharing.
- Interpret specialist assessment reports and data, ensuring that relevant information is effectively communicated to staff to support pupil needs.
- Liaise regularly with parents of pupils with SEND, as appropriate
- Chair and minute SEND meetings with both parents and external professionals

THE ROLE

- Attend Lower and Upper School section meetings regularly to stay informed about all aspects of the school, including pupil wellbeing, safeguarding and key developments, while also providing staff with updates on SEND-related matters.
- Use the school's systems for identifying, assessing and reviewing SEND
- Lead the coordination of examination access arrangements for pupils with SEND, administering exams where required.
- Liaise with the Deputy Head with regards to the timetable and room allocation needs for Learning Support
- Take responsibility for ordering and managing the SEND budget. Maintain an up to date inventory and ensure SEND resources are accessed and used across the school
- Have input into staff training and development by recommending courses for teachers as required and contributing to in-house staff training
- Invite guest speakers and organise workshops into school to widen the understanding of SEND at school
- Work with Section Heads to appoint Learning Support Assistants, as required
- Manage, monitor and lead both internal and external Learning Support teachers/assistants
- Review and revise, annually, the SEND Policy Document.
- To attend a school residential trip in the Summer Term.
- When required, attend school day trips.
- Fulfil other reasonable duties as directed by the Headteacher
- Lead the induction process for Teaching Assistants (TAs) and oversee their ongoing professional development through the school appraisal process

The duties outlined in this job description are in addition to those covered by the latest 'Contract of Employment (Teachers)' under 'Duties and Hours of Work' and 'Appendix - General Professional Duties'. It may be modified by the Headmistress, with your agreement, to reflect or anticipate changes in the job.

PERSON SPECIFICATION

Qualifications and experience

- Qualified Teacher Status
- Good honours degree
- Relevant experience and a deep understanding of working with pupils with special educational needs including autism and ADHD.
- Thorough knowledge of the SEND Code of Practice and relevant legislation
- Hold SEND qualifications: National Award for Special Educational Needs Coordinators or at least level 5 dyslexia diploma
- Understanding how to read and decipher specialist reports from Educational Psychologists and other professionals

THE ROLE

- Experience with staff training
- Experience with and understanding of safeguarding and child protection practices in a school.

Desirable

- OCR Level 7 Diploma in assessing and teaching learner with specific learning difficulties.
- Experience with understanding of Access Arrangements with a working knowledge of senior school requirements. Knowledge and understanding of the appropriate Access Arrangements for examination purposes, and ideally some experience of the 11+ process.
- Some experience and understanding of working with pupils with EAL

Personal qualities

- To champion an inclusive approach and commitment to fostering a love of learning for all pupils
- To show care and kindness to all pupils, supporting the development of self-esteem and respect for others in our pupils.
- To be an excellent and supportive team player with a positive 'can do' attitude.
- To show flexibility and an ability to adapt.
- To have an eagerness to collaborate and a willingness to share expertise, skills and knowledge
- Ability to organise and prioritise workload and work on own initiative.
- To be enthusiastic with have an excellent work ethic, energetic and enthusiastic to achieve the best for our pupils and school.
- To take pride in professionalism, including personal presentation and conduct at all times.
- To work with honesty, integrity and confidentiality.
- Be committed to the extra-curricular life of the school and willingness to invest in the school community



THE APPLICATION PROCESS

An application form, job description and person specification can be downloaded from our website. Please send completed application forms to recruitment@kgps.co.uk. Applications should be made by covering letter, accompanied by a fully completed application form which can be found on our website: kgps.co.uk/about-us/job-vacancies/. Further information about the school may also be obtained from there.

Closing date: **12.00pm on Friday 14th March 2025**. We reserve the right to interview and appoint prior to the closing date, so early applications are recommended.

All applicants will be considered on the basis of suitability regardless of gender, race, religious belief, marital status or disability. Kew Green Preparatory School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. Applications will be subject to checks with past employer and an enhanced check with the Disclosure and Barring Service. Applicants who have lived outside of the UK in the past 5 years will be required to provide a Police Check from their country of residence. Our safeguarding and safer recruitment policies can be found on our website: <https://kgps.co.uk/about-us/policies/>

