



The Collegiate Trust
Exceptional Education for All



Assistant Principal / SENDCo

Kenley Primary School



Application Pack

Kenley Primary School

Role Location	Kenley Primary School, 20 New Barn Lane, Kenley, Whyteleafe CR3 0EX	
Salary	£53,731 - £60,266	Grade L1-L6
Details	Permanent	Full-time
Start date	April / September 2025, subject to negotiation	
Application Closing Date	Wednesday 26 th February	

A message from the CEO

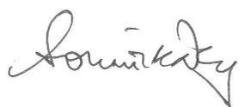
Thank you for your interest in joining The Collegiate Trust. I hope that this information pack will help you to learn more about our fantastic family of schools and the exciting prospect of joining us.

The Collegiate Trust is a dynamic place to work. Our mission is to collaborate to deliver an *exceptional education for all* and our culture of ambition is focussed clearly on our people and their learning. It is this culture which leads to the high academic standards and the enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Trust, and I hold the highest aspirations for what we will achieve in the future.

Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. We take our responsibility as an employer very seriously, always striving to do best by our staff and focusing on wellbeing, development and achievement.

We would be delighted to receive an application from you if you feel that this role and our Trust may be right for you.

Yours sincerely



Mr Soumick Dey
Chief Executive Officer



Why work with us? The benefits

At TCT, we understand that your time, wellbeing, career opportunities and work-life balance are key things you will look for when choosing where to work. We work hard to continually develop what we offer, striving to be recognised as an employer who looks after all our employees.

On top of our proactive and supportive approach to employee wellbeing and development, we offer a range of additional employee benefits. Please click [here](#) to see more detail about some of the fantastic employee extras we offer.

We have a comprehensive CPD programme, designed to ensure all staff in all roles have the opportunity to grow and develop in their career. Our appraisal process ensures that each and every member of staff is flourishing. Whether you are at the very beginning of your career or are looking to develop your experience, a school within *The Collegiate Trust* is a great place for professional growth. ECTs and Apprentices benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development.

We are an inclusive and supportive trust who understands that our employees have commitments beyond work. We have a generous approach to flexible working, annual leave, compassionate leave and supporting our staff in times of difficulty. Your wellbeing is of utmost importance to us!

An introduction to the role

A Message from the Head of School

Thank you for your interest in the post of Assistant Principal / SENDCo, which includes whole school responsibilities as part of our Senior Leadership Team, including strategic leadership of our newly-established nurture provision.

The role is demanding due to the proportion of SEND children in our one-form entry school. It would suit a skilled practitioner who has experience of working with SEND children in either a mainstream or ELP/ Special School setting and has knowledge of both Croydon and Surrey LA SEND processes and procedures, although this is not essential. Experience working as a Senior Leader is desirable but the post would also suit an ambitious middle leader who can demonstrate proven impact in an area of current whole-school responsibility.

We are looking for an empathetic individual who has a passion for working with children with special educational needs and is committed to making a difference to their everyday experiences and life chances. Our school motto is 'learning today; shaping tomorrow' and our staff must be committed and determined to support our demographic of 29% PPG and 22% SEND pupils, inspiring them to be the best they can be, whilst living our school values of ambition, responsibility and community.

The job description and person specification shown in this pack will give you a good indication of who we are looking for, including the skills and experience that would make for our ideal candidate.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and our Trust may be right for you. If you have any queries or would like an informal discussion about the role, please contact the school office on office@kenleyprimary.org.uk

Mrs J Keogh, Head of School, Kenley Primary School



The Collegiate Trust
Exceptional Education for All

About Kenley Primary School

Kenley Primary School is a one-form entry school of 165 pupils, set within a unique and spacious site. It is a friendly, nurturing and community-focused school with high expectations for all pupils. We provide a stimulating and happy environment in which staff, parents and governors work together to enable the school to provide a creative, balanced, and meaningful curriculum, which ensures all children receive what they need to thrive. We are a vibrant school that does our absolute best to ensure all our children flourish throughout their time with us, thriving as individuals as well as achieving their academic potential, ready for their secondary school education and beyond.

Kenley Primary School pupils are hard-working, confident and respectful, with a desire to achieve the best they can every single day. We prioritise giving children opportunities to enrich their academic learning through sport, music and the arts, alongside visits, residential trips, visitors and speakers, clubs, competitions and events. We offer leadership opportunities to ensure that our children have a voice throughout their time at our school through our active Pupil Parliament, with annual pupil elections taking place across Years 1 to 6. Our school values of Ambition, Community and Responsibility are at the heart of everything we do and these values support our children to not only strive for their best academically but also to develop into well-rounded, kind and empathetic members of their community. Our children understand that differences are to be celebrated and actively promote the Kenley Way of: *Be Ready, Be Respectful and Be Safe*.

We have wonderfully spacious grounds, including an established forest school, complete with a pond, fire pit and large nature trail. There are many areas for outdoor learning including our EYFS, Year 1 and nurture provision outdoor areas, an outdoor classroom, two separate, well-equipped playground areas and a large school field. We have a separate dining room, which is also used as a dedicated cooking area, a separate computer suite, as well as iPads that are used to support learning within and outside of the classroom. The Treehouse, our developing nurture provision, includes indoor and outdoor spaces where children can receive personalised learning and interventions including counselling and art therapies, as well as lunchtime clubs. Our newly updated library, the Reading Retreat, gives children a space to be inspired and further develop their love for reading as we believe this is crucial to their academic success and personal development.

Our staff team are dedicated, friendly and work collaboratively to achieve the very best for all our pupils. The size of our school means that we all know our community well, building strong, supportive relationships with children, parents and carers throughout a child's time at Kenley Primary School. High-quality and well-supported staff are crucial for the success of our children and we offer comprehensive ongoing professional development through our CPD programme and Performance Development processes to ensure that children are provided with the best possible teaching and support.

It is always our aim to appoint colleagues that share our vision, values and commitment to making a difference to our pupils. If you are a team-player and are ambitious for our pupils as well as your own professional development in order to provide *an exceptional education for all*, we would be delighted to receive your application to become a part of our team.

You can find out more information about Kenley Primary School on our website:

[Kenley Primary - Part of The Collegiate Trust](#)

About The Collegiate Trust

TCT has grown out of *Riddlesdown Collegiate*, a large, **outstanding** (OFSTED, March 2023) secondary school in Croydon with a longstanding reputation for high standards and an exceptional education. Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. The planned addition of a further secondary school will bring our Trust to c.7000 pupils and c.1000 employees.

Our strong culture of ambition is focussed clearly on **PEOPLE** and **LEARNING**. We ensure that the best interests of all those in our communities are always at the heart of our decision-making.

The work of *The Collegiate Trust* is informed by our core values: **Ambition and Collaboration**, leading to **Achievement and Enjoyment**.

There are three particular themes that drive our work and can be described as our *keys to success*:

Partnership – We work hard to cultivate strong professional relationships with each other, with our pupils, with their families and the wider community as we see this as the foundation on which our Trust is built.

Progress – To us, progress means much more than academic improvement. We place a great focus on personal and professional growth for all members of our community and it is this emphasis on continuous improvement that enables our pupils to fulfil their potential.

Preparation – Whether for the next stage of education, for work or for a future that is uncertain, it is our view that the prime purpose of school is to prepare young people for the rest of their lives. It is our intention to prepare all pupils to achieve their goals and to go on to enjoy happy and successful futures.

You can find out more information about our Trust on our website:

[The Collegiate Trust | Exceptional Education for All \(tct-academies.org\)](https://www.tct-academies.org)



What will I be doing?

Job Description and Details

Contract:	Permanent, Full Time
Location:	Kenley Primary School
Reporting to:	Head of School

Purpose of the Post: To provide outstanding leadership of SEND in order to secure high quality teaching, the effective deployment of resources, successful learning and improved standards of achievement of SEND. To develop our nurture provision, including our Forest School.

Principal Accountabilities

- To lead on all matters relating to SEND provision, developing and overseeing the school's SEND Strategy.
- To lead on the strategic development of the whole school nurture provision, including line management of the Nurture Lead and Learning Coaches.
- To maintain an up-to-date knowledge of national and local initiatives and statutory changes which may impact on policy and practice.
- To provide professional leadership to the teachers and support staff, supporting with achieving consistency in standards and experience in each class, assisting with the smooth day-to-day running of the SEND provision and overseeing intervention to improve outcomes.
- To provide professional leadership to the teachers and support staff in ensuring SEND reporting (SEND Support Plans / progress data) is consistent across the school and ensure that all practitioners understand their responsibilities towards children with identified needs.
- To provide professional leadership in developing SEND provision for both SEND Support and EHCP pupils, supporting with achieving consistency in standards and experience.
- To provide professional leadership in relation to Education Support Staff development and training, by raising standards in SEND and supporting colleagues to develop their understanding of the different types of SEN and effective strategies for SEN support.
- To assess and monitor the progress of pupils with SEND across the school.
- To ensure EHCP reviews are effective in delivering appropriate support for individual students, liaising with wider services as necessary.
- To initiate and respond to requests for statutory assessment.
- To build strong relationships with families ensuring effective partnership working to deliver strong SEND provision.
- To act as one of the school's designated safeguarding leads, providing effective and robust leadership of safeguarding practices.
- To work as part of the Senior Leadership Team undertaking all professional duties and wider responsibilities as required by the Head of School.

The above is not an exhaustive list and the successful applicant may be required to carry out additional duties as required by the role.

Why am I right for this job?

We know that some people may not have 100% of the things we might think we want for a role but can make an EXCELLENT addition to our team and bring new things to the table that we may not have considered. If you think your skills and experience make you a good fit for this role, please do not be put off if you do not match 100% of the desired criteria! The notes should help you see if something is absolutely essential for you to be considered.

Person specification

Qualifications	Notes
Good Honours Degree	Essential
Qualified Teacher Status	Essential
National Award for Special Educational Needs Coordination (NASENCO)	Desirable
Level 3 Forest School Leader qualification	Desirable
Experience	
Effective working with young people of a range of ages and abilities	Desirable
Experience working with children with SEND	Essential
Skills & Attributes	
Ability to deliver high quality learning over time to all pupils and support teachers and support staff to do so	Essential
Excellent knowledge of working with children with SEND needs	Desirable
Ability to provide highly effective pastoral care	Desirable
Capacity to work alongside colleagues, contributing effectively to a team	Desirable
Ability to quickly establish and maintain positive relationships with pupils, staff and families	Desirable
Understanding of safeguarding issues and promoting the welfare of children and young people	Essential
Well-developed communication skills, including high level of written and oral literacy and competent ICT use	Essential
Fulfil the professional standards for Teachers in England	Essential
Knowledge	
Experience of current good practice and curriculum developments in SEND provision	Essential
Knowledge of KCSiE 2024 and awareness of safeguarding best practice	Desirable
Personal Skills	
Ability to communicate effectively to groups and individuals, orally and in writing	Essential
Ability to provide advice and guidance to parents in a positive and clear manner	Essential
Able to remain calm when working under pressure	Desirable
Philosophy	

Expectation of high pupil achievement for all pupils including those with SEND	Essential
Commitment to the provision of high-quality education and pastoral care for all pupils	Desirable
Evidence of understanding and commitment to equality of opportunity and respect for pupils' individual differences, and to abide by all school policies.	Essential

All our staff MUST be able to fulfil the following criteria:

- Undergo a full enhanced Disclosure and Barring Service check (which will confirm there had been no criminal activity that means you might be unsuitable to work with young people)
- Right to work in the UK
- Be medically suitable and safe to fulfil the role
- Provide 2 references that support your application, one of which must be your most recent employer (unless this is your first ever job, in which case we can advise on alternatives)

How to apply

If you feel that this role and our school may be right for you, we would very much like to receive your application.

To apply, please use the TES application form, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the Person Specification.

If you have any queries or would like an informal discussion about the role, please do not hesitate to contact us at HR@tct-academies.org.

Safeguarding Statement

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the school's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974, and the school is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent", unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. Please note that if you are added to a Barred List then it is against the law to work, apply for work or volunteer in Regulated Activity with children.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the *Disclosure and Barring Service (DBS)*. Appointment will be dependent upon further health, safeguarding and attendance checks.