



The Collegiate Trust
Exceptional Education for All



SENDCo

Courtwood Primary School

The Collegiate Trust



Application Pack

Role Location: Courtwood Primary School, Courtwood Lane, South Croydon CR0 9HX

Details: Full Time, Permanent

Salary/Grade: L1 £57,837 – L5 £63,393

Start date: January 2027

Application Closing Date: Thursday 8th October 2026

Interview Date: Wednesday 14th October 2026



A message from the CEO

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

The Collegiate Trust is a dynamic place to work with a clear purpose: to improve the life chances of young people by delivering an **exceptional education for all** in a nurturing learning environment which leads them to excellent academic outcomes and happy and successful futures. Our culture of ambition, focussed clearly on our people and their learning, 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 9 schools with c.7000 pupils and c.1000 colleagues in our team. We know that our greatest resource is each other and so, as an employer, we continually strive to do our best by our staff, with a focus on wellbeing, professional learning and success.

Please do not hesitate to get in touch for an informal discussion if you feel that this role and our Trust may be right for you. We would be delighted to receive your application.

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 details.

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 approach to Performance Development 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, *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.

An introduction to the role

A Message from the Principal

Are you passionate about teaching and nurturing young minds? Courtwood Primary School is seeking a dedicated and enthusiastic SENDCo to join our team. This is a fantastic opportunity to work in a supportive and engaging environment, where you can inspire children to reach their full potential.

At Courtwood Primary School, we believe in fostering a love for learning in a safe and inclusive environment through our school values of kindness, respect, aspiration and resilience. We are committed to providing a well-rounded education that encourages creativity, critical thinking, and personal growth. Our school prides itself on a strong sense of community and collaboration among staff, pupils, and parents.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and The Collegiate Trust may be right for you. To apply, please apply via the TES portal, outlining your suitability for the post. If you have any further questions about this post, I would be pleased to speak with you; please feel free to contact me at 0208 657 8454 or at office@courtwood.org.uk.

Mrs Natasha Grant

Principal, Courtwood Primary School

About The Collegiate Trust

“Exceptional Education for All”



Our Family of Schools

Each school within the Trust is supported by our Central Team who work with Principals and their teams on school improvement, teaching and learning, finance, facilities and operations, IT, HR and governance issues. This support allows the Principal and Local Governing Body (LGB) to focus on delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

School	Age	Date Joined	Roll
Riddlesdown Collegiate	11-18	Founding School	2085
Gossops Green Primary School	4-11	01/11/2016	580
Waterfield Primary School	3-11	01/03/2018	397
Courtwood Primary School	4-11	01/09/2018	219
Quest Primary	3-11	01/09/2018	198
The Quest Academy	11-18	01/06/2018	863
Kenley Primary School	4-11	01/09/2021	156
Woodcote High School	11-18	01/04/2023	1286
Ifield Community College	11-18	01/06/2025	1240

Our Mindsets:

We approach our work with a mindset that is:

- Open minded
- Solution focussed
- Collectively responsible
- Intentional in seeking improvement

Our Behaviours:

We act with:

- Honesty
- Kindness
- Ambition
- Professionalism
- Unconditional positive regard

Our Success - We succeed through cohesion, a strong sense of belonging, and a shared determination to deliver and enable our collective vision to deliver an exceptional education for all.

Our Ambitions - At our schools, we are committed to creating environments where children thrive, communities place genuine trust in our work, and talented individuals are proud to be part of our team.

We strive for our schools to be:

- Safe, happy and welcoming places where everyone feels valued
- Learning-focused, with a clear commitment to academic and personal growth
- Ambitious for all pupils and staff, always aiming higher
- Creative in our approach to teaching, learning, and problem-solving
- Organised, ensuring consistency and clarity in everything we do
- High achieving, with a focus on excellence in outcomes
- Well led, with strong, purposeful leadership at all levels
- Inclusive, celebrating diversity and ensuring equity of opportunity
- Warm and caring, placing wellbeing at the heart of our culture



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

<https://tct-academies.org/>

What will I be doing?

Job Description and Details

Reporting to: Principal

Purpose of the Post: The successful candidate will be an empathetic, proactive, and collaborative leader who thrives as an integral part of our whole-school team. You will lead by example to inspire, motivate, and support both teaching and support staff, fostering a shared commitment to inclusive education. Through effective deployment, strategic coaching, and targeted continuous professional development, you will empower teachers and TAs to meet the diverse needs of all pupils. You will build high-trust relationships, support staff wellbeing, and drive a compassionate, evidence-informed culture where every member of staff feels valued, equipped, and confident in delivering outstanding SEND provision.

They will also need to have due regard to the school's aims, objectives and school policies and to fulfil the Professional Standards for Teachers in England. Sharing in the corporate responsibility for the wellbeing and pastoral care of all pupils and to carry out any reasonable instructions given by the Principal and Deputy.

Courtwood Primary School has approximately 200 pupils, with 52 on the SEND register (39 in the mainstream) and 23 pupils with EHCPs (10 in the mainstream). The successful candidate will work alongside 11 teaching assistants.

Main Responsibilities

SEND Leadership and Inclusion

- Lead and coordinate the provision for pupils with special educational needs and disabilities (SEND) across the school in line with the SEND Code of Practice.
- Oversee the identification, assessment, and monitoring of pupils with SEND, ensuring appropriate support and interventions are in place to enable progress academically, socially, and emotionally.
- Work collaboratively with teachers and support staff to ensure high-quality, adaptive teaching and inclusive practice across the curriculum.
- Support staff in using a range of evidence-informed strategies and interventions to meet the needs of pupils with SEND effectively.
- Coordinate and contribute to the development and review of SEND Support Plans, EHCPs, and statutory documentation, ensuring all records are accurate and compliant.
- Liaise effectively with parents, carers, external agencies, and professionals to ensure a joined-up approach to supporting pupils with SEND.
- Promote a positive and inclusive learning environment where all pupils are supported to achieve their full potential.
- Actively engage in continuous professional development (CPD) and support the professional development of colleagues through training, coaching, and guidance on SEND and inclusive practice.
- Follow all Trust and school policies, including safeguarding, equality, and Health and Safety procedures, to ensure the wellbeing and protection of all stakeholders at all times.

Strategic Leadership

- Contribute to the strategic development of SEND provision and inclusion across the school.
- Monitor and evaluate the effectiveness of SEND provision and interventions, using data and pupil outcomes to inform school improvement priorities.
- Work collaboratively with senior leaders and Trust colleagues to promote inclusive practice and contribute to whole-school improvement.
- Keep up to date with national developments, legislation, and best practice relating to SEND and inclusion.

Nurture Leadership

- Promote the progress, wellbeing, and positive outcomes of pupils with SEND, ensuring barriers to learning are identified and addressed.
- Support staff in managing pupils' social, emotional, and behavioural needs through effective strategies and nurture interventions.
- Promote and safeguard the welfare of all children for whom you are responsible or with whom you come into contact.

Professional Responsibilities

- Participate fully in all performance management and professional development processes.
- Lead the strategic development of SEND and inclusion through self-evaluation, quality assurance and school improvement planning.
- Maintain the highest professional standards in line with school, Trust, and statutory expectations.
- Build positive relationships with colleagues, families, governors, and external professionals to support the effective inclusion of all pupils.

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 applicants may not entirely meet all elements of the Person Specification but may still make an excellent addition to our team by bringing additional skills and experiences that add value to the role. 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 below indicate whether a particular element is essential for you to be considered.

Person Specification

Qualifications	Notes
Good Honours Degree (2:2 or better)	Essential
Qualified Teacher Status	Essential
Holds the NPQ for SENCOs (or legacy NASENCO qualification) or is willing and eligible to complete the mandatory NPQ for SENCOs within the statutory 3-year timescale.	Essential
Experience	
Experience as a SENDCo	Desirable
Experience of creating a positive, inclusive classroom environment with effective behaviour management.	Essential
Effective working with children of a primary school age.	Essential
Proven ability to plan, deliver, and assess engaging lessons that meet the needs of all learners, including those with SEND.	Essential
An ability to be provide effective pastoral care.	Essential
Skills & Attributes	
Has strong knowledge of SEND strategies, interventions, and best practices.	Essential
Is passionate about making a positive difference in the lives of children with SEND.	Essential
Having high expectations for all pupils, with a commitment to inclusion and supporting diverse learning needs, including those children with SEND.	Essential
A thorough knowledge and understanding of the primary curriculum, and how children learn effectively.	Essential
Has excellent communication, interpersonal, and teamwork skills, with an ability to provide advice and guidance to parents in a positive and clear manner.	Essential
A positive, proactive leader who can motivate staff through change, fostering a culture of high expectations, shared responsibility, and mutual support for all children with SEND.	Essential
Ability to work effectively as part of a collaborative school team, building positive, professional relationships with teaching staff, support staff, senior leaders, and external professionals.	Essential
Has experience in managing and supporting staff.	Desirable
Experience designing and delivering impactful whole-school INSET and targeted CPD on SEND strategies, adaptive teaching, and emotional regulation/wellbeing.	Desirable
Is experienced in working with parents/carers and external professionals.	Desirable
An 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, as well as competent ICT use.	Essential
Fulfil the professional standards for Teachers in England	Essential
Suitability to work with children.	Essential

All our staff MUST be able to fulfil to 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 Trust may be right for you, we would very much like to receive your application.

To apply, please use the TES application form, 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.