



The Collegiate Trust
Exceptional Education for All



Inclusion Support Specialist

Kenley Primary School



Application Pack

Kenley Primary School

Role Location	Kenley Primary School, 20 New Barn Lane, Kenley, Whyteleafe CR3 0EX		
Salary	£26,390-£28,075	Grade P11-P15	Part Time £17,135
Details	Permanent	30 hours per week	44.2 weeks per year (including 23 days paid annual leave plus bank holidays)
Start date	As soon as possible		
Application Closing Date	28/3/25		

A message from the CEO

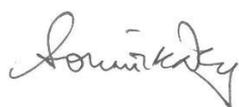
Thank you for your interest in joining The Collegiate Trust. I hope that this information pack will help you to learn more about our fantastic family of schools and the exciting prospect of joining us.

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 this post of Inclusion Support Specialist at Kenley Primary School. This is a role working with children who have complex additional needs across the school, particularly SEMH and/or children that present with a Pathological Demand Avoidance profile. We are looking for an excellent practitioner who can model best practice and is committed to delivering high-quality outcomes, supporting others to do the same. The ideal candidate will be able to use their knowledge of children and their SEND needs to ensure the delivery of effective provision. They will work directly with individual pupils and small groups, and direct and co-ordinate the work of Learning Coaches as required. I hope that this information pack will help you to learn more about our fantastic school and that you will be excited about the prospect of joining our excellent team. High-quality and well-supported staff are crucial for the success of our children and, as a small primary school, we are able to offer a comprehensive professional development package to ensure that they are provided with the best possible teaching and support. 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 of our ideal candidate.

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 submit an application 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 on 0208 660 7501.

Mrs M Smy



Head of School, Kenley Primary School



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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, part time
Hours:	30 hours per week, 44.2 weeks per year (plus 23 paid week annual leave and bank holidays)
Location:	Kenley Primary School
Reporting to:	SENDCo
Purpose of the Post:	To model and co-ordinate exceptional learning for children with SEND in EYFS/ KS1/ KS2.

Main Responsibilities

1) To support effective learning

- To model best practice in working with children that have a range of SEND needs
- Have a good knowledge of the requirements of the EYFS and Primary National Curriculum specifically, enabling children not working at age-related expectations to make good or accelerated progress in all areas of their learning
- To co-ordinate provision for children with SEND and deploy Learning Coaches effectively
- Take responsibility for organising and adapting lessons, activities and provision for groups of children, including those with SEND, based on an excellent knowledge of the children
- Work in partnership with the SENDCo, teachers, Learning Coaches and outside agencies to follow and implement strategies detailed in children's PLPs and EHCPs
- Develop and support positive social interactions and emotional wellbeing in pupils
- Track the progress of children with SEND, providing feedback to teachers and other professionals involved in the children's education
- Liaise with family and carers as appropriate in relation to reviewing their child's learning progress and personal development
- Ensure implementation of clear structures and routines for children with SEND, including modifying and personalising timetables
- Be committed to continuous professional development, staying up to date with training to secure good SEND expertise
- To assist the SENDCo with other duties, as required

2) To support the ethos of the school

- Ensure that every child, regardless of ability, has the chance to succeed
- Help children to overcome barriers to learning and ensuring they can participate fully in school life. These barriers could include physical disabilities, learning difficulties, or emotional or behavioural challenges
- Help children to reach their full potential through actively promoting engagement across the whole curriculum
- Ensure the well-being of the children in your care and nurture their self-esteem
- Take responsibility for safeguarding the welfare of children within the school
- Act as an excellent role model, including promoting positive attitudes
- Promote and adhere to the positive relationships and behaviour policy of the school
- Assist in maintaining a high-quality, rich and calm learning environment
- Be prepared to attend appropriate supervision and in-service training

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 and Experience	Notes
At least GCSE 'C' Grade or Grade 4 in English and Maths	Essential
At least 1 years' experience of working specifically with children with SEND/additional needs	Essential
Qualification in a relevant area – Level 3 in childcare and education in particular	Desirable
An understanding of how children learn and develop	Desirable
Experience of working with children with SEMH needs	Desirable
Experience of working with children with ASD, including those with a PDA profile	Desirable
Experience of supporting children with English as an Additional Language (EAL)	Desirable
An understanding of the Zones of Regulation curriculum	Desirable
Ability to support a broad, rich, and inclusive curriculum which celebrates individuality	Essential
Knowledge of the KS1/2 national curriculum	Essential
Evidence of making an effective contribution to a team	Desirable
Understanding of safeguarding issues and promoting the welfare of children and young people	Essential
Suitability to work with children	Essential
Skills and Attributes	
Patience and the ability to stay calm under pressure or in frustrating situations	Essential
An understanding of a restorative approach to behaviour and the importance of having unconditional positive regard for all children	Essential
Lead by example to encourage adults and children to be the best version of themselves	Essential
Ability to communicate effectively both orally and in writing in a variety of settings	Essential
Self-management skills i.e., the ability to prioritise and delegate, good time management, the ability to work well under pressure, motivate and enthuse others, demonstrate enthusiasm and commitment, and bring stamina and energy to the role	Essential
Ability to work as part of a team	Essential
Ability to work independently, when appropriate	Essential
Interest in the creative arts and music	Desirable
Interest in sport and outdoor activities	Desirable

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.