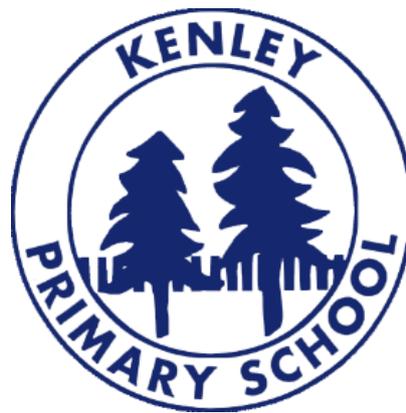




The Collegiate Trust  
Exceptional Education for All



Assistant Principal (x2)  
Kenley Primary School



Application Pack

# The Collegiate Trust

## Kenley Primary School



Role Location	Kenley Primary School, 20 New Barn Lane, Kenley, Whyteleafe CR3 0EX
Salary/Grade	L1- L5 (£55,881pa - £61,249pa)
Details	Full-Time, Permanent
Start date	September 2026
Application Closing Date	Thursday 12 <sup>th</sup> March 2026, 9:00am
Interview Date	Wednesday 18 <sup>th</sup> March 2026

### 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



## Introduction to the Role

Thank you for your interest in these new posts, which are being established to strengthen leadership in our rapidly improving school. We are seeking to appoint two exceptional Assistant Principals (who will be class-based for at least 3 days per week) to join the Senior Leadership Team (also comprising the Principal and SENDCo), drive high-quality teaching, learning and curriculum development and assume other whole school responsibilities, to be agreed with the successful candidates. The postholders will contribute to shaping the strategic direction of the school and play a key role in our ongoing development, ensuring that systems, expectations and practice reflect the highest standards. To fulfil this role, there will be dedicated leadership time, in addition to standard PPA time. These are ideal positions for ambitious teachers who wish to develop in all aspects of school leadership within a Trust that invests significantly in professional development for its staff.

The job description and person specification in this pack will give you a clear indication of who we are looking for, including the skills and experiences that we are seeking. At a time where rapid improvement is required, crucially, the ideal candidates will demonstrate a passion, resilience and determination to deliver an exceptional education for all, which will help to move the school beyond its current judgment of requires improvement and establish strong foundations to build and shape the future success of our school and its community. The ideal candidates will be models of excellence as inclusive classroom practitioners and school leaders, showing an absolute commitment and alignment to our school and wider Trust vision and be committed to continued professional development. In return, you will become part of a caring and collaborative workplace where your professional development is actively supported.

We would be delighted to hear from you if, upon consideration, you feel that this role may be right for you. If you have any queries, would like an informal discussion about the role or would like to arrange a visit (which we would welcome and encourage) please contact me at [office@kenleyprimary.org.uk](mailto:office@kenleyprimary.org.uk).



Mrs M Smy  
Principal, Kenley Primary School

## 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. For colleagues at the very beginning of their career or looking to develop their 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.

# About The Collegiate Trust

“Exceptional Education for All”

## Academic Rigour



## Creative and Cultural Learning



## Development of Skills & Qualities



## 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 Committee (LGC) to focus on delivering the highest standards in their school. The LGC 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	01/06/2018	219
Quest Primary	3-11	01/06/2018	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 pupils 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
- 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
- People-focussed, with a visible culture of valuing everyone in our community
- Warm and caring, placing wellbeing at the heart of our work
- Inclusive, celebrating diversity and ensuring equity of opportunity
- Well led, with strong, purposeful leadership at all levels
- High achieving, with a focus on academic excellence and outcomes which support great futures



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

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

# About Kenley Primary School



Kenley Primary School is a currently under-subscribed one-form entry school, set within a unique and spacious site which we have exciting plans for! We are a welcoming, nurturing and community-focused school where relationships come first. We are committed to a relational approach to supporting pupil's emotional development because we know that promoting positive wellbeing and behaviour are key to supporting the best learning outcomes for pupils. The small size of our school means we know each pupil and their family well and we always aim to build strong, supportive relationships with parents and carers throughout their child's time here.

Our school values of **Ambition, Community and Responsibility** are at the heart of everything we do and pupils talk about them and demonstrate them with confidence. These values support our pupils to not only strive for their best academically but also to develop into kind and empathetic members of their community. Our pupils understand that differences are to be celebrated and actively promote the Kenley Way of: ***Be Ready, Be Respectful and Be Safe.***

Our focus on developing excellent teaching and learning as part of an ambitious curriculum is achieved through an evidence-based, high-quality professional development programme, including regular Network Meetings where we learn and collaborate with colleagues across our Trust schools. Through a growing programme of enrichment and leadership opportunities for pupils, alongside a commitment to developing excellent academic teaching, we ensure that pupils leave primary school with the knowledge, skills and cultural experiences that prepare them to be well-rounded individuals, ready for their future.

Our wonderfully spacious grounds include an established forest school, complete with a pond, fire pit and a 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 and a separate computer suite. The NEST, our developing nurture provision, includes indoor and outdoor spaces where pupils can receive personalised learning and interventions.

It is always our aim to appoint colleagues that share our aspirations, determination and commitment to making a difference to our pupils and to ensuring the most vulnerable pupils receive what they need to achieve the best possible outcomes. If you are a team-player and are ambitious for our pupils as well as your own professional development 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](#)



## Job Description and Details

**Contract:** Full-Time, Permanent  
**Salary:** L1 - L5 (£55,881pa - £61,249pa)  
**Location:** Kenley Primary School, 20 New Barn Lane, Kenley, Whyteleafe CR3 0EX  
**Reporting to:** Principal

**Purpose of the Post:** To secure excellent outcomes for pupils through exceptional classroom practice; contribute to the strategic direction of the school and leading on areas whole school development, including teaching and curriculum.

### The Role

- To teach a class within Key Stage 1 or Key Stage 2
- To model excellent classroom practice in terms of planning, preparation, teaching and assessment, with a demonstrable commitment to continual professional development
- To exemplify the application of agreed policies, teaching standards, priorities and expectations, setting an excellent example to other colleagues
- Ensure the highest standards of behaviour are upheld across the school, in accordance with our relational approach
- To be active in issues of pupil and staff support, liaising with all necessary stakeholders
- To contribute to a shared school culture, values and aims

### Senior Leadership

- To provide strong and effective mentoring, coaching and collaboration with teaching colleagues to support the highest levels of achievement for all pupils through effective teaching and learning
- To deliver high-quality CPD sessions to colleagues, according to priorities in the Development Plan
- To contribute fully to the evaluation of the school's work through measurable impact, including use of assessment
- To be accountable for securing good or better progress of pupils within a Key Stage
- To contribute fully to the development planning and action planning processes in the school, with clear milestones
- To work with other leaders to lead ongoing curriculum development
- To be a Deputy Designated Safeguarding Lead
- To represent the school as necessary at local or regional events
- To act on behalf of and represent the Principal when required

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

<b>Qualifications</b>	
Good honours degree	Essential
Qualified Teacher Status	Essential
Evidence of further formal professional learning e.g. NPQ, Master's Degree	Desirable
<b>Experience</b>	
Subject Leadership experience, ideally in a core subject	Essential
Knowledge and experience of wider curriculum development	Desirable
Teaching experience across both Key Stage 1 and Key Stage 2	Desirable
Experience of ECT Mentoring	Desirable
Working with and presenting to a range of stakeholders	Desirable
Deputy Designated Safeguarding Lead experience or a willingness to train	Essential
<b>Skills &amp; Attributes</b>	
Able to deliver high-quality learning over time	Essential
Able to mentor and coach colleagues (across a key stage) to deliver consistently against agreed aims and targets	Essential
Able to lead staff professional development meetings (PDMs)	Essential
Capacity to work alongside colleagues, contributing effectively to a team	Essential
Able to quickly establish and maintain positive relationships with pupils, staff and families	Essential
Well-developed communication skills, including a high level of written and oral literacy and competent ICT use	Essential
Able to breakdown targets into clear milestones	Desirable
Creative, agile and solutions-focused	Desirable
Motivated and committed to continual professional development, including independent study	Essential
Understanding of safeguarding issues and promoting welfare of pupils and young people	Essential
Suitable to work with pupils	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 has 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](mailto:HR@tct-academies.org).

## Safeguarding Statement

The Collegiate Trust is committed to safeguarding and promoting the welfare of pupils 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 pupils. 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 pupils.

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.