



**CRANHAM**  
**Primary School**

Inspiring children for a lifetime of learning

# Application Pack

Assistant Headteacher and  
Inclusion Lead

An extraordinary education for every pupil



# Welcome

Thank you for your interest in joining our team here at Cranham Primary School. I am delighted that you are considering applying for a position here and I hope this application pack gives you a clear sense of who we are, what we stand for, and what we can offer you in return.

If you are passionate about education, share our values and are excited by the opportunity to contribute to our school community, we would be delighted to receive your application.

## Overview

Cranham Primary School is a two-form entry primary school located in Worcester. We have 380 pupils at present ranging from 3 to 11 years old and approximately 80 staff members. Established in 1968, Cranham joined The Rivers CofE Academy Trust in 2016.

### Ethos

Our dedicated staff are committed to inspiring every child to achieve their full potential within a safe, nurturing and inclusive environment.

Pupil behaviour is exemplary and our children are happy, confident and enthusiastic learners. Nurture is firmly embedded at the heart of our ethos, ensuring every child feels supported and valued.


We are proud of our strong community links, our supportive families and governance that actively values the voices of both parents and pupils.

Our emblem, the Crane, symbolises our aspiration for every child to *walk tall and fly high*. At Cranham, we are committed to providing an **extraordinary education** for every pupil.

### Performance

Our latest Ofsted judgment is Good.

Inspectors said, 'The school is united in its ambition to do the best for every pupil both academically and personally.'



# About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create **'an extraordinary education for every pupil'**.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

## Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

## Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

## Our STARS Values



**Sharing**



**Trust**



**Achievement**



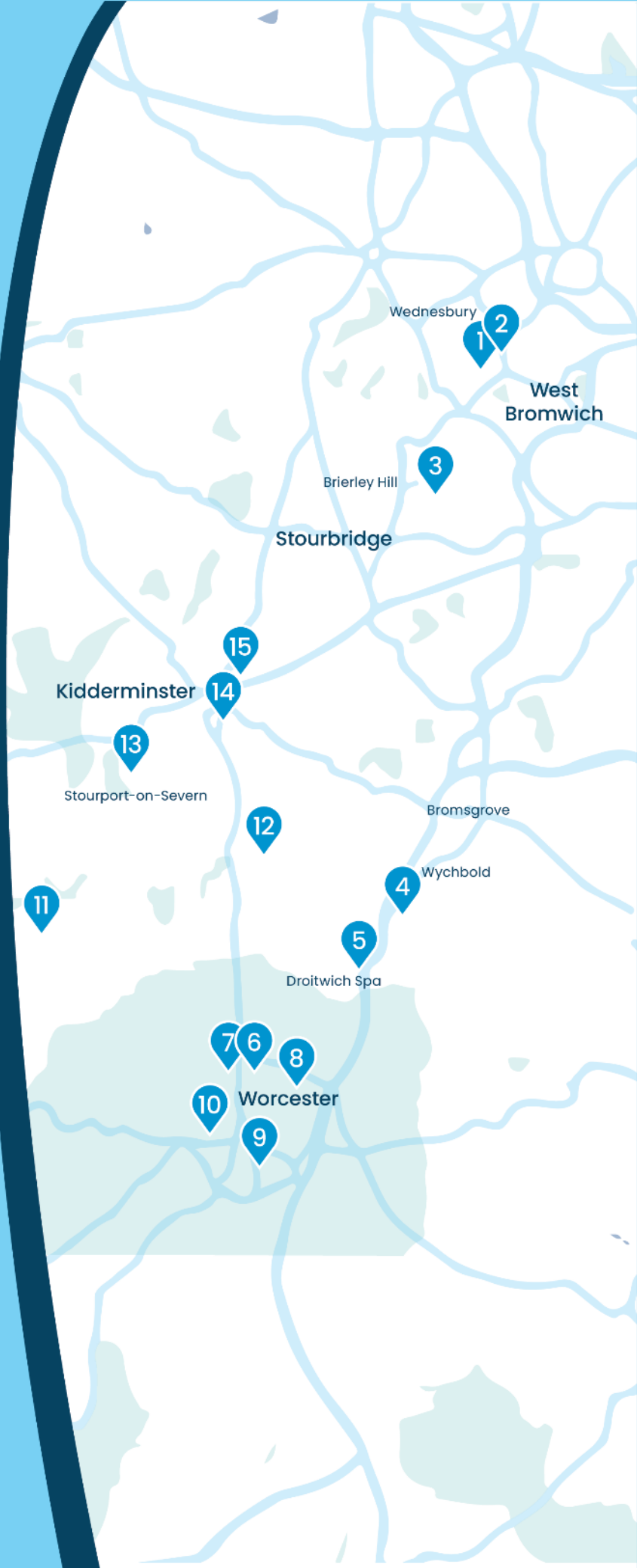
**Respect**



**Safety**

# Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy





# Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

## Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

[www.educationmutual.co.uk/service/healthcare-and-wellbeing/](http://www.educationmutual.co.uk/service/healthcare-and-wellbeing/)

## Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:

[www.lgpsmember.org/](http://www.lgpsmember.org/)

## Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 25 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



# About the Role

**Job Title:** Assistant Headteacher- Inclusion, SEND & Nurture

**Salary:** L1 – L5 FTE range of £51,773 to £57,137

**Contract Type:** Negotiable between 26–32.5 hours per week (0.8–1.0 FTE)

**Reporting To:** Headteacher

**Location:** Cranham Primary School

The preferred start date for this role is 13/04/26, we would, however, consider a start date of 01/09/26 for an outstanding applicant.

# Job Description

Responsible to: Headteacher

## **Key responsibilities of the Inclusion Assistant Head Teacher:**

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

Be a member of the Senior Leadership Team and assist in promoting the ethos, aims and objectives of the school.

To lead on the trust's strategic direction for inclusion, supporting all staff in understanding the needs of all children.

To undertake the role of school SENDCo and take responsibility for SEND provision across the school, fulfilling all statutory responsibilities in line with the SEND Code of Practice.

Ensure that the School is acting in compliance with the 2010 Equality Act, the 2015 Special educational needs and disability code of practice: 0 to 25 years ("the Code") and any other relevant statutory guidance.

To undertake the role of Deputy Designated Safeguarding lead, promoting and safeguarding the welfare of all pupils.

To ensure that every child, regardless of their needs, has access to an ambitious, inclusive and well-adapted curriculum.

To lead the provision for nurture across the school.

To lead PSHE and RSE ensuring the curriculum is compliant and highly effective.

To contribute to the pupil premium strategy for the school to support strong outcomes for disadvantaged pupils.

Participate in monitoring the quality of learning and teaching, behaviour and safeguarding through lesson observations, learning walks, induction and training of new staff and analysis of relevant data.

Participating in the recruitment and development of teaching and non-teaching staff in the school.

To contribute to performance management by ensuring positive staff participation, effective communication and procedures.

To embed the school and trust values into day-to-day life.

Secure and support outstanding pupil behaviour, conduct and discipline.

Play a key role under the overall direction of the Head Teacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school.

Report findings, as appropriate, to the trustees.



# Job Description

## **SENCo responsibilities**

Have day-to-day responsibility for the coordination of SEND provision to support individual pupils.

Coordinate, supervise and support all staff to ensure that they understand the needs of the SEND children with whom they work.

Lead on the identification, assessment and review of all pupils with SEND.

Oversee the EHCP process, including high quality referrals, annual reviews and parental engagement.

Develop and review provision maps, intervention programmes and support plans.

Manage the delegated budget for SEND.

Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

## **Pastoral Responsibilities**

To ensure the social, emotional and mental well-being of children is supported across the whole school.

Ensure the implementation of the school's behaviour management policy to promote positive behaviour and good relationships in school.

To provide advice and support parents with their child's development, promoting a close relationship between home and school.

Maintain good relationships with all staff, being aware of their needs, developing their confidence and creating a supportive working environment.

To lead on the school transition and induction programmes for pupils.

## **Conditions of Employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment.

To be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions.

Any other duties as directed by the Head Teacher

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# Person Specification

## Criteria

## Essential

## Desirable

### Qualifications and Experience

- Honours degree
  - Qualified Teaching Status
  - A highly successful teacher with experience in different year groups.
  - Has achieved, or is willing to work towards achieving (within 1 year of taking the post), the National Professional Qualification for SENCOs.
  - Mental Health Lead training or awareness.
  - Experience of significant whole school leadership and a proven track record of having a successful, whole school impact on learning and teaching.
  - Experience of liaising and building excellent relationships with parents/carers.
  - Has regularly lead training events for the staff team.
  - Experience of leading and developing support staff.
- Evidence of further professional development and training e.g EML/NPQ or recognised award in leadership.
  - Experience of working with Looked After Children (LAC)
  - Has led Performance Management, holding self and others to account.
  - Has led training in own school and externally.
  - Experience of leadership or proven expertise with vulnerable pupil groups e.g. EAL, Pupil Premium, persistent absentees.
  - Willingness to undertake Deputy Designated Safeguarding Lead training.

### Teaching Quality and Experience

- Possess thorough understanding of the requirements and opportunities of the Primary curriculum (Reception – Year 6)
  - Be an excellent teacher with the ability to inspire pupils to become effective, independent learners
  - Ability to plan lessons effectively and have sound understanding of strategies to raise attainment
  - Using data, through monitoring and evaluating to inform the progress and attainment of pupils
- Knowledge of and potential to build positive and effective programmes for staff development in particular developing coaching and mentoring
  - Have experience of teaching a range of year groups and Key Stages
  - Experience of working closely with parents to achieve positive outcomes

# Person Specification

## Criteria

## Essential

## Desirable

### Personal qualities

- Confident and has strong career aspirations
- Energetic and has a can-do attitude
- Developed self-awareness, self-management and self-confidence and used effectively
- The potential for creative and innovative leadership
- Excellent organisational skills
- The ability to manage, organise and motivate all staff with diplomacy, sensitivity and good humour
- Listen, reflect and communicate effectively
- Ability to work well in a team
- Ability to think creatively
- Enthusiasm, energy and commitment
- Have the ability to relate positively to pupils, parents and other stakeholders

# How to Apply

Application forms are available to download here: [Academy Application form - Teaching](#)

Please email completed application forms to Mrs Alison Davies; [adavies@riverscofe.co.uk](mailto:adavies@riverscofe.co.uk)

Want to find out more about this role? Visits to the school are encouraged. Please contact the school office on 01905 452427 to join a school tour, which will take place on Thursday 22<sup>nd</sup> January at 1.30pm, and on Monday 26<sup>th</sup> January at 4.00pm.

Applications close at 9.00am on Friday 30<sup>th</sup> January. Shortlisted applicants will be notified on this day.

Interviews will take place on Monday 9<sup>th</sup> February.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.



**The Rivers**  
C.of E. Academy Trust

# Get in Touch

## **Cranham Primary School**

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E: [office@cranham](mailto:office@cranham)

## **The Rivers C of E Academy Trust**

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T: 01299 851178

E: [info@riverscofe.co.uk](mailto:info@riverscofe.co.uk)

W: [www.riverscofe.co.uk/](http://www.riverscofe.co.uk/)