



# **Candidate Information Pack**

Assistant Headteacher (SENCo)

Miltoncross Academy







**Work Hard • Be Kind • No Excuses**



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## Welcome from the CEO Russell Hobby CBE

Thank you for your interest in The Kemnal Academies Trust.

If you visit any TKAT school – amidst all the diversity and energy and character – one thing will strike you: everybody is drawn to serving the young people who need them the most. We are inspired by, seek out and rise to the challenge. Education in the modern era is demanding, but there is nothing like a clear moral purpose to give meaning and structure to our work.

We are determined that our pupils will be equipped to seize all the opportunities this world has to offer, and to give back as much as they get. We want our communities to be proud of their local school.

We have high ambitions but we want every child to shine, and we know that, to achieve these things, we need the best educators in the country. We want to be a great place to work, where colleagues develop their skills and future leaders are nurtured.

We live in a world of data, performance tables and statistics. They are an essential tool of modern management. But we also know there is no pride to be had in gaming the system to look good at the expense of others. We achieve our success sustainably and we play our role in the wider system – so we welcome partnerships and collaborations with the many people and organisations who share our values and vision.

We hope that you enjoy reading more about our work. We enjoy hearing from educators and organisations who are also driven by the prospect of opportunity for all.

Please contact us at [enquiries@tkat.org](mailto:enquiries@tkat.org).





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**TKAT (The Kemnal Academies Trust) is one of the largest Multi-Academy Trusts in the South and East of England with 45 Special, Primary, Secondary and All Through Academies in the TKAT Family.**



Our ultimate aim is to ensure we drive educational standards through the provision of outstanding teaching, leadership and learning for all.

Our leaders focus on pupil progress and attainment, and regularly share knowledge, insight and experience. We believe passionately in the power of collaborative working and actively promote school-to-school support.

Our pupils are at the heart of everything we do and we strive to inspire learners and change lives as a result of our exceptional educational provision.

Click on the image below to read our Welcome Brochure, which gives lots of information about:

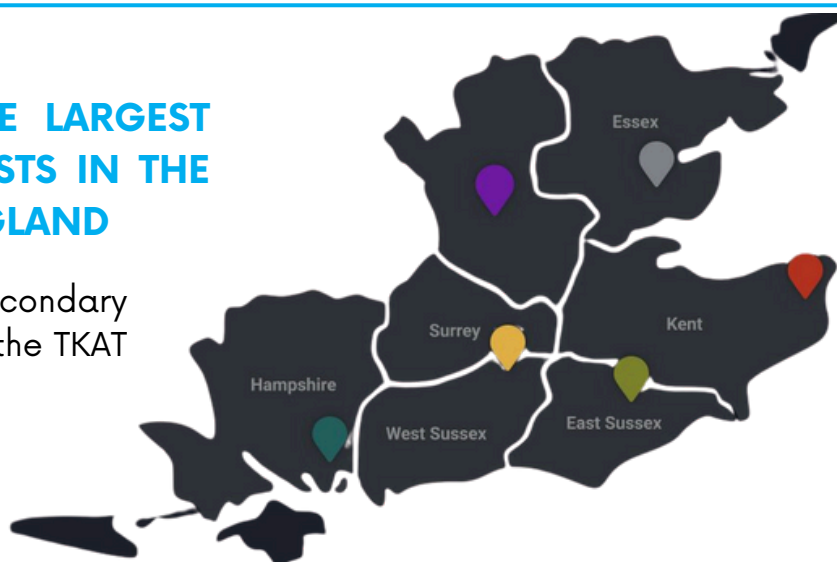
- Our journey so far
- Our vision and values
- Our governance
- Our Executive Team
- Our primary strategy
- Our secondary strategy
- How we support our Academies



Click **here** to download the TKAT Welcome Brochure or scan the QR Code.

**TKAT IS ONE OF THE LARGEST MULTI-ACADEMY TRUSTS IN THE SOUTH & EAST OF ENGLAND**

We have 45 Primary, Secondary and Special Academies in the TKAT family.



<https://www.tkat.org/>



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## Welcome from Headteacher Nick Giles

Dear applicant,

Thank you for your interest in the **Assistant Headteacher (SENCO)** position at Miltoncross Academy. I am delighted that you are considering joining our community at such an important and exciting point in our journey.



Miltoncross is a school with enormous potential. Since joining in 2021, I have seen first-hand the dedication of our staff, the character of our pupils and the strength of our values — **Work Hard. Be Kind. No Excuses.** These values are not slogans; they shape the way we teach, the way we lead and the way we support every child who walks through our doors. Nowhere is this more important than in our work with pupils with SEND.

We are unapologetically ambitious for our SEND learners. We believe that every child, regardless of starting point or need, deserves a curriculum that is rich, coherent and accessible; teaching that is adaptive, expert and warm and pastoral support that enables them to feel safe, known and able to flourish. The successful candidate will share this belief wholeheartedly. They will understand that inclusion is not a bolt-on, it is the foundation of a great school.

This role is central to our next phase of improvement. Our ambition is that all pupils on the SEND Register will have a skilled Learning Coach who builds relationships, tracks progress and supports pupils and teachers to ensure that needs are well communicated and met. You will help shape and lead our ongoing SEND strategy, ensuring that our provision is not only compliant but genuinely transformative. We currently have 28 pupils who have an EHCP and 245 pupils on the SEND Register. You will need to work closely with parents and colleagues to ensure that pupils with SEND experience excellent teaching, strong relationships and a culture that lifts their aspirations.

Miltoncross is a PFI academy with strong facilities, stable staffing and a community that is increasingly proud of the direction we are travelling in. As part of **TKAT**, you will also benefit from **trust-wide SEND networks, high-quality CPD, collaborative leadership development** and a genuine sense of being part of something bigger. TKAT's commitment to equity and opportunity aligns powerfully with our own.

If you are a leader who is energised by challenge, motivated by impact and driven by the belief that inclusion is the engine of school improvement, then I hope you will consider applying. I would be delighted to meet you, show you our school and talk with you about the difference you could make here.

Yours faithfully,

Mr N S Giles  
Headteacher



### Assistant Headteacher (SENCo)

Miltoncross Academy is seeking an exceptional senior leader to join our team as **Assistant Headteacher (SENCO)** from **September 2026** (or earlier if possible). This is a key strategic role for an ambitious, values-driven leader who believes deeply in the potential of every child and is relentless in securing the very best outcomes for pupils with SEND.

Our core values: **Work Hard. Be Kind. No Excuses.** are well defined by actions to ensure that they are not simply words on a poster but actions of all. Examples of these actions are: 'taking responsibility', 'caring for others' and 'valuing feedback', these defined actions underpin everything we do to create a culture of high expectations. We are on a rapid improvement journey with a very clear 5 Year strategic plan that holds Inclusion and SEND at its heart. Therefore, we are looking for an excellent leader to be our next Assistant Headteacher (SENCO); it will be somebody who shares our belief that high expectations, strong relationships and a culture of inclusion enable all children to flourish.

The successful candidate will be an experienced leader at either senior or middle leadership level who can shape, lead and quality-assure our SEND provision so that it is sector-leading. They will work closely with the Deputy Headteacher for Student Culture and Inclusion, the Assistant Headteacher for Behaviour, The Inclusion Manager and the wider senior and SEND team to ensure that pupils with SEND experience excellent teaching, strong pastoral support and a curriculum that enables them to thrive.

Miltoncross is a PFI academy with strong facilities, stable staffing and a committed community of pupils and families. We are also proud to be part of **TKAT**, one of the largest and most collaborative trusts in the South and East of England. Joining Miltoncross means joining the wider **TKAT family**, and with that comes a range of significant professional benefits, including:

- **High-quality, personalised CPD**, we commit to 80+ hours of CPD for every member of staff per year which includes access to trust-wide leadership development, SEND networks and specialist training.
- **Collaborative working across 45 academies**, enabling you to learn from and contribute to a community of expert practitioners.
- **Clear career progression pathways**, with opportunities to develop trust-wide influence and grow into future senior roles.
- **Access to national professional qualifications**, supported and encouraged by the trust.
- **A values-driven organisation**, committed to equity, inclusion and opportunity for all pupils.

If you are excited by the opportunity to transform outcomes for pupils with SEND and to play a central role in our improvement journey, we would be delighted to hear from you. If you would like a confidential conversation with the Headteacher or a visit to the school before applying, please contact the Headteacher's PA at [janet.french@miltoncross-tkat.org](mailto:janet.french@miltoncross-tkat.org).







## Job Description

**Responsible to:** Deputy Headteacher (Student Culture & Inclusion)

**Time/ Salary:** Full Time, Permanent

### Job Purpose

To provide strategic and operational leadership of SEND provision across the academy, ensuring that pupils with SEND receive a high-quality education, experience excellent pastoral support and make strong progress. To lead the academy's inclusive culture so that all pupils, regardless of need, can flourish academically and personally.

### Key Responsibilities

#### Strategic Leadership of SEND

- Develop, communicate and lead the academy's SEND strategy, ensuring compliance with the SEND Code of Practice and all statutory responsibilities.
- Develop and implement a clear, ambitious vision for SEND provision that aligns with the academy's values and improvement priorities.
- Ensure that the SEND register, provision maps and pupil profiles are accurate, up to date and used effectively by staff.
- Oversee the identification, assessment and review of pupils with SEND, ensuring timely and high-quality processes.

#### Quality of Education for Pupils with SEND

- Work closely with the Assistant Headteacher for Teaching & Learning to ensure that classroom practice meets the needs of all learners.
- Lead high-quality CPD that develops staff expertise in adaptive teaching, cognitive science principles and inclusive practice.
- Quality-assure teaching, interventions and support to ensure strong progress for all SEND groups.
- Monitor and evaluate outcomes for pupils with SEND, reporting to SLT, governors and TKAT.

#### Leadership of SEND Team & Provision

- Line-manage the Inclusion Manager and other colleagues in the SEND team.
- Oversee the deployment, training and performance management of support staff.
- Ensure that interventions are evidence-based, well-delivered and rigorously evaluated.
- Lead the annual review process for EHCPs, ensuring high-quality documentation and strong partnership with families and the local authority.

#### Inclusion, Safeguarding & Pastoral Leadership

- Work closely with pastoral leaders to ensure that pupils with SEND experience excellent behaviour, attendance and wellbeing support.
- Contribute to safeguarding processes, ensuring that SEND needs are fully understood and addressed.
- Support the development of inclusive systems, routines and expectations across the academy.

#### Wider Leadership Responsibilities

- Contribute to whole-school self-evaluation and strategic planning.
- Support the Headteacher and senior team in modelling the academy's values and maintaining a culture of high expectations.
- Undertake duties as part of the senior leadership team, including visibility around the academy and leadership of key routines.





## Person Specification – Assistant Headteacher (SENCO)

Attributes / Skills	Essential	Desirable
<b>Qualifications</b>  Application Form	Qualified Teacher Status Evidence of recent, relevant professional development	National Award for SEN Coordination (NASENCO)   NPQSL or NPQ in Leading SEND Additional SEND-related qualifications
<b>Experience &amp; Knowledge</b>  Application Form Interview References	<ul style="list-style-type: none"> <li>• Strong understanding of the SEND Code of Practice</li> <li>• Proven track record of improving outcomes for pupils with SEND</li> <li>• Experience of leading teams and managing change</li> <li>• Strong understanding of inclusive curriculum design and adaptive teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience as a SENCO</li> <li>• Experience of working with external agencies, families and local authorities</li> <li>• Experience of quality assurance, self-evaluation and strategic planning</li> <li>• Senior leadership experience</li> <li>• Experience of leading whole-school CPD</li> <li>• Experience of working in a school on a rapid improvement journey</li> </ul>
<b>Skills &amp; Abilities</b>  Interview References	<ul style="list-style-type: none"> <li>• Highly effective classroom practitioner</li> <li>• Able to inspire, motivate and challenge others</li> <li>• Strong analytical skills and ability to use data to drive improvement</li> <li>• Excellent communication and presentation skills</li> <li>• Ability to build strong relationships with pupils, staff and families</li> <li>• Strong organisational skills and ability to prioritise</li> <li>• Ability to manage conflict, lead change and hold others to account</li> <li>• Ability to represent the school at local and regional SEND forums</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of coaching and developing staff</li> </ul>





## Person Specification – Assistant Headteacher (SENCO)

Attributes / Skills	Essential	Desirable
<b>Personal Qualities</b>  Interview	<ul style="list-style-type: none"><li>• Warm, approachable and values-driven</li><li>• High expectations for all pupils</li><li>• Resilient, optimistic and solution-focused</li><li>• Strong sense of professionalism and integrity</li><li>• Able to work under pressure and manage own wellbeing</li><li>• Committed to safeguarding and inclusion</li><li>• Humble, reflective and open to feedback</li></ul>	





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## How To Apply

Please head to the TKAT Careers website to find our online application form to be submitted before the date stated below.

[careers.tkat.org](https://careers.tkat.org)

**Closing date:** Monday 2<sup>nd</sup> March 2026

**Interview dates:** TBC

**Job Start Date:** 1<sup>st</sup> September 2026 or earlier

**Contract/Hours:** Full-time, Permanent

**Salary Type:** Leadership

**Salary Details:** Leadership Scale Point L11 to L14

**Hours of Work:** Full Time

**Location of Role:** Miltoncross Academy, Portsmouth



Miltoncross Academy is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email:

[head@miltoncross-tkat.org](mailto:head@miltoncross-tkat.org)





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