TENAX SCHOOLS TRUST

SENDCO

Bishop Chavasse Church of England Primary School

Candidate Information Pack

Salary: UPS 1-3

Contract: Permanent

Start Date: Monday 12th April 2027

Applications Close: Thursday 10th December 2026

Welcome

From Mrs Becks Hood, Headteacher

Dear Applicant,

Thank you for your interest in the post of SENDCO and Inclusion responsibility at Bishop Chavasse Church of England Primary School. We are a 2FE primary school which opened in September 2017 as part of Tenax Schools Trust.

Being a part of a team with a committed focus to holistic inclusion is a unique opportunity for a SENDCO with an active desire to develop their career. We are looking for a SENDCO who will be responsible for Inclusion and will be a Deputy DSL. The successful candidate will be a leader committed to securing excellent outcomes for our pupils and so improving their life chances. They will have a passionate desire to make a difference, raise standards for all and close the achievement gap.

I hope that after reading the enclosed information, your excitement and enthusiasm for joining a school at such an exciting time will match my own. Our dedicated and caring team has a wide range of experience who are looking forward to working with the successful candidate.

Our Church of England primary school is at the heart of local community, where all pupils are taught a mastery curriculum which enables them to develop the knowledge and skills they need to achieve their full educational and personal potential. Together with the Tenax Schools Trust, we are a school committed to embedding the most effective evidence informed approaches to teaching and learning.

Through our inspirational, knowledge-rich curriculum, we enthuse and challenge, allowing every child's potential to be realised. Our work is rooted in our school vision and values of wisdom, compassion and honesty. The successful candidate will be aligned with our vison and values and be committed to delivering them.

Please visit our website to gain further insight into our school. If you share our passion for providing excellence in education, inspiring young people and helping them reach their full potential I would love to hear from you. If you would like to arrange a visit or telephone call ahead of submitting your application, please contact the school office on 01732 676040 or email recruitment@bishopchavasseschool.org.uk.

Please submit your application by midday on Thursday 10th December 2026. Candidates will be Friday 11th December and invited to interviews in the week beginning 14th December 2026.

Kind regards,



Mrs Becks Hood, Headteacher

Vision and values of Bishop Chavasse Church of England Primary School

'*Fulfilling our potential, achieving excellence together*.'



At Bishop Chavasse School (BCS) we are dedicated to ensuring every child's and every adult's potential is fulfilled, so we may achieve excellence together. Our passion is to build inspiring foundations to support the development of the whole person in a safe, happy, Christian family. This is the key to how we live our lives at BCS.

School vision

At the theological root of Bishop Chavasse Church of England Primary School's Christian vision is the parable of 'The Wise and the Foolish Builder.'

"The rain came down, the streams rose, and the winds blew and beat against that house; yet it did not fall, because it had its foundation on the rock." (Matthew 7:25)

As a church school we believe that, like the wise man in the parable, those who are guided by the word of God in the Bible and trust in Him can become wise, compassionate and honest; be empowered to weather all storms, help one another flourish and make a difference in the world.

Bishop Chavasse School knows and values every wonderfully and uniquely created child and adult. Guided by our foundation as a Church of England school, we establish firm foundations for our children to become resilient, curious, confident, community minded courageous advocates who flourish and thrive. We aim to build on and support the development of the whole person in a safe, happy Christian environment.

We aim to inspire all in our school community to fulfil their potential through our high expectations and a broad, creative and inspirational curriculum; rich in opportunity to develop culture capital, have fun and partake in adventures. Everyone will develop an everlasting love of learning.



One of our prayer gardens at Bishop Chavasse

School core values

Our dedicated, passionate staff, supported by parents, governors and the Tenax Schools Trust are committed to nurturing our community to achieve excellence together in an environment where everyone is wise, trustworthy and compassionate. We hope that pupils will be guided by our vision and supported in life through understanding the power of our values as they seek to make a positive difference to the world:

Wisdom *Compassion* *Honesty*

About Tenax Schools Trust

Excellence together; transformative education for every child.

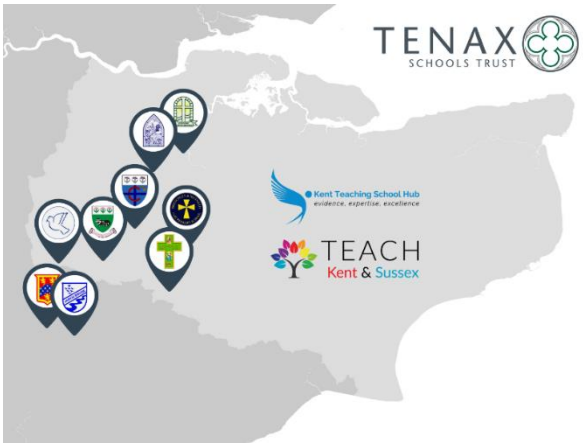
All Tenax schools have their own unique character and ethos, which is underpinned by our shared trust vision; to achieve excellence by working together so that all may feel loved and liberated to serve a thriving society.

As a Church of England Trust we are legally and spiritually one body and one family of schools in which all are known, valued and loved. This commits us to providing a transformative education where we work together to ensure every child has the opportunity to excel inside and outside the classroom. We are ambitious for all and work collaboratively to consistently open doors of opportunity.

You can find out more about our Tenax values and vision on our website.

Our schools and hubs

We are a strong and growing family of seven primary schools, one secondary school, Kent Teaching School Hub and an initial teacher training provider, Teach Kent & Sussex. Our Trust includes Church of England and community schools, who are united by a shared ambition for our pupils. We welcome pupils and families from all backgrounds and from all faiths and none.



The Trust's secondary school, Bennett Memorial Diocesan School, is a Department of Education designated teaching school hub working with more than five hundred schools across Kent and neighbouring areas. This allows us to provide high quality professional development to support teachers and school leaders.

In partnership with Ambition Institute, our teaching school hub provides the Early Career Framework and the full suite of National Professional Qualifications (NPQs) for hundreds of teachers in the region. We also have our own initial teacher training provider, Teach Kent & Sussex, which trains teachers in partnership with primary and secondary schools both within the trust and beyond.

How we develop our staff

As a Trust we are passionate about people development. Our staff are our best resource and as a result our ambition for our pupils requires a genuine commitment to professional development. This includes:

- Access to a range of professional networks, including our Leadership and Inclusion Networks;
- Weekly structured professional development and coaching;
- Opportunities to lead aspects of work across the Trust; and
- Opportunities to contribute to the work of the hubs, including ITT and NPQ delivery.

Bishop Chavasse Primary School SENDCO Role Description

Responsible to: Headteacher

Salary Scale: Upper Pay Scale

It is important that Teachers are fully aware that they uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school. At Bishop Chavasse Church of England Primary School we are specifically guided, too, by our school and Trust vision and values. We actively promote the school values of giving our best, resilience, caring for each other and integrity.

General duties:

This is a senior post within the school's staffing structure, which carries with it membership of the Senior Leadership Team. This post holder is accountable to the Headteacher. As an SLT member you will be required to meet the general requirements of this post as specified in the School Teacher's Pay and Conditions Document having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, any policies of the Trust.

You will share in the corporate responsibility for the wellbeing and behaviour of all pupils with the leadership of SEND and those who are vulnerable, including those who are in receipt of Pupil Premium across the school.

In addition, you will be required to fulfil any reasonable expectations from the Headteacher.

Main Purpose:

- Work with the Senior Leadership Team to contribute to a strategic view for the school's Inclusion provision and analyse and plan for its future needs and further development within the local, national and international context
- Develop and implement the strategies and practices that will raise standards for pupils with SEND and those pupils who are vulnerable, including those in receipt of Pupil Premium.
- Champion inclusive practice, including developing the quality of pedagogy across the school;
- Ensuring that additional resources, interventions and services that support our vulnerable pupils are evidence informed and effective.
- To recognise that standards will improve through high quality exemplary adaptive teaching and model this to all staff through weekly timetabled teaching commitments across the school.
- To lead our growing inclusion team, consisting of a Nurture Teaching assistant, Family and Inclusion mentor and Play therapist to ensure they recognise their accountability for the success of our inclusion offer across the school.
- To lead and appraise our dedicated team of teaching assistants; developing their classroom practice and understanding of effective interventions and teaching strategies to ensure they recognise their accountability for the success of the pupils in their class.
- Demonstrate high standards of personal integrity, loyalty, discretion and professionalism.

- Be a leading professional, actively promoting effective teaching practices across the whole school.
- Work in partnership with the Headteacher, governors and staff to ensure positive relationships and continuous improvement of the school.
- Fulfil the statutory role of Deputy DSL, taking responsibility for safeguarding and child protection across the school.
- Agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets leading particularly on SEND or vulnerable pupils in receipt of Pupil Premium.
- The post holder will be responsible for administrative duties in collaboration with the Senior Leadership Team, as designated.

This job description may be amended at any time after discussion with you to reflect and anticipate needs in the school, the professional development of staff and changes in the post commensurate with salary and title.



Job Specification

Strategic development of SEND and Pupil Premium policy and provision

- Have strategic overview of provision for pupils with SEND or those who are vulnerable, including those in receipt of Pupil Premium across the school, monitoring and reviewing the quality of provision.
- Contribute to the school self-evaluation, particularly with respect to provision for pupils with SEN or a disability.
- Ensure the SEND policy is put into practice.
- Maintain an up-to-date knowledge of national and local initiatives which may affect the schools' policy and practice.
- Evaluate whether funding is being used effectively, and propose changes to make funding use more effective.

Operation of the SEND policy and coordination of provision

- Maintain an accurate SEND register and provision map.
- Provide guidance to colleagues on teaching pupils with SEND, or those who are vulnerable, including those in receipt of Pupil Premium, and advise on the graduated approach to SEND support.
- Advise on use of the school's budget and other resources to meet pupils' needs effectively including staff deployment.
- Be responsible for funding bids under the new communities model scheme.
- Be aware of the provision in the local offer.
- Work with Early Years providers, other schools, educational psychologists, health and social care professionals and other external agencies.
- Be an active member of the Tenax Schools Trust Inclusion network and local Tonbridge one.
- Analyse assessment data for pupils with SEN/disadvantage.
- Implement and lead intervention groups for pupils with SEND/disadvantage and evaluate their effectiveness.
- Lead and appraise our team of teaching assistants, the family inclusion mentor and Nurture professional.

Support for pupils with SEN/disability/Disadvantage

- Identify a pupil's SEN or disability.
- Coordinate provision that meets the pupils' needs and monitor its effectiveness; this will include assuming a teaching responsibility to enable you the opportunity to model effective teaching strategies and provision to class teachers and teaching assistants.
- Secure relevant services for the pupil.
- Ensure records are maintained and kept up to date.
- Review the education, health care plans with parents or carers and the pupil.
- Communicate regularly with parents or carers.
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil.

- Promote the pupils' inclusion in the school community and access to the curriculum, facilities and extra-curricular activities.

Leadership and management

- Work with the Headteacher and Tenax Schools Trust to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Prepare and review information the Trust is required to publish.
- Contribute to the school improvement plan and whole school policy.
- Line manage all teaching assistants and other staff who form part of the Inclusion Team.
- Identify training needs for staff and how to meet these needs.
- Develop the school's IMF and Pupil Premium Strategies, ensuring they promote excellence for all pupils and every effort is made to support all pupils to make good or better progress from their starting points.
- Share procedural information, such as the school's SEND and Pupil Premium policy.
- Promote an ethos and culture that supports the school's SEND and Pupil Premium policy and promotes aspirational outcomes for pupils with SEND or are vulnerable, including those in receipt of Pupil Premium.

Standards and Quality Assurance

- To support the aims, ethos and policies of the school.
- To work as part of a team to raise standards and progress and ensure that the education we provide is of the highest quality.
- To know the current legal requirements, national and school policies and guidance on the safeguarding and promotion of well-being of children.
- Promote fair and consistent discipline in line with the school policy.
- To keep up to date with the philosophy, teaching methods, changes and developments in the structure of the curriculum.
- To review own teaching and impact on learners' progress, attainment and wellbeing, refining approaches where necessary and being committed to coaching and mentoring support.
- To participate in staff meetings and be a positive role model to others.
- To be punctual and smartly dressed.
- To respect the confidentiality of records and information regarding pupils, parents and other stakeholders.
- To liaise with outside agencies, attend relevant courses and actively seek ways of benefiting from collaboration.

Ex-Curricular Responsibilities

- To take part in the wider life of the school, including extending learning through out of school contexts, the running of a subject specialist club, attending some PTFA events, or by exploiting an area of personal interest. This may be seasonal or for the duration of one term.
- Liaise with colleagues and other stakeholders in a flexible and professional manner.

Bishop Chavasse Primary School SENDCO: Person Specification

Applications for the above post will be shortlisted on the basis of the following criteria and should show, with relevant examples where appropriate, how they meet the requirements detailed:

Education:

		E/D Essential/desirable
1	QTS	E
2	Good honours degree	E
3	Have NASENCO or be working towards or committed to working towards NPQ for SENCO	E

Experience:

4	Strong teaching capacity with a track record of raising progress and attainment of all pupils	E
5	Adaptive teaching that challenges and supports all pupils	E
6	Devising additional effective provision to accelerate the progress of SEND pupils	E
7	Delivering an effective phonics program	D
8	Supporting, managing and leading colleagues, including support staff, to bring out their best	E
9	Working collaboratively with colleagues to improve outcomes for pupils	E
10	Instructional coaching	D

Knowledge:

11	Characteristics of evidence informed, effective and inclusive teaching	E
12	Intelligently sequenced curriculum planning and design	E
13	Understanding of how to use data and evidence to analyse outcomes, identify issues and inform actions	E
14	Understanding of the current Code of Practice for SEND, principles of inclusion and effective Pupil Premium spend	E
15	Commitment to the safeguarding and pastoral care of all pupils	E
16	Excellent interpersonal skills with pupils, parents, colleagues and other stakeholders	E
17	Well developed ICT skills	E
18	Simplify complex issues and communicate with clarity	E

Character, behaviours and attitudes:

19	Vision and values driven	E
20	Genuine motivation to continually improve standards of teaching	E
21	Passionate desire to make a difference and to close the achievement gap	E
22	Drive to make things happen	E
23	A good sense of humour, energy and enthusiasm	E
24	Commitment to, and modelling of, high professional standards of work and conduct	E
25	Commitment to sharing knowledge and expertise to help develop others	E
26	Commitment to equality and diversity	E
27	Welcome positive feedback and commitment to continuous improvement	E
28	Ambitious for career development	E
29	Willingness to offer extra-curricular provision	D

Guidance Notes for Applicants

Applications

Please submit your application by midday on Thursday 10th December 2026. Candidates will be Friday 11th December and invited to interviews in the week beginning 14th December 2026.

We encourage you to attend a visit of our school before you apply. Any applicants who would appreciate an informal discussion with the Headteacher, Mrs Becks Hood, should email to book a mutually convenient time for a school tour or conversation. Please contact recruitment@bishopchavasseschool.org.uk or telephone 01732 676040.

Start date

This post is offered to start on 12th April 2027 with some transition days during Term 4 desirable.

Application Form

It is imperative that the application form is completed in full and, where possible, electronically signed. As you will be submitting your application form electronically, you will also be asked to sign the form should you be invited to interview. Submission of an electronic application, whether signed or unsigned, will be considered to be a declaration that the form is complete and accurate.

Supporting Statement

The application form asks for a statement in support of your application. The selection panel will look to see how well you have focused your application on the school and the Trust's overarching

vision and we would strongly encourage you to share with us what drives and motivates you as an individual, particularly in respect of your own teaching experience, and how you would apply this in the context of our school.

In addition, it will be important to relate your skills and knowledge to the person specification with supporting evidence that demonstrates how you meet the range of criteria.

Commitment to equality of opportunity

The Tenax Schools Trust and its schools are committed to creating inclusive teams that represent a breadth of backgrounds, perspectives, and skills, and that can provide role models to all pupils in our communities. Our aim is ensure that all who work for us will feel respected and able to give of their best. If you think you meet the essential criteria for one of our roles, we would love to hear from you irrespective of sex, age, disability status, ethnicity, gender, religion or sexuality.

Where possible, we seek to facilitate flexible working opportunities.

We are happy to make reasonable adjustments wherever possible through the recruitment process should this be required.

Fairness in how we recruit and select our employees plays a significant part in creating an equal opportunities environment. Our aim is that every applicant for a position within our schools/trust is considered against criteria which relates only to the requirements of the job. To that end, we are committed to providing equality and fairness for all.

Referees

As part of our commitment to Safer Recruitment practices we will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post, and will always ask employers to comment on an applicant's suitability to work with children. If you have been employed in your present school for less than three years, the governing body may wish to seek further supporting information from your previous employer(s).

Qualifications

If you are invited to interview you will be asked to bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications.

The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved any other professional qualifications e.g. SEN qualifications, please bring copies of these certificates to the interview.

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust's Occupational Health Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer. This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Childcare Disqualification Regulations 2009

Teachers working regularly with pupils in Early Years are covered by the Childcare Disqualification Regulations 2009. The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2009 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate may be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2009 Regulations.

If the preferred candidate is found to be disqualified under the 2009 Regulations, the offer of employment may be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted. Full guidance from the Department for Education about the Childcare Disqualification Regulations, the posts to which the regulations apply, and the criteria for disqualification can be found at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/528473/Disqualification_under_the_childcare_act_June2016.pdf

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- A full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK.
- A full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another government department. (A document showing a temporary NI number would not be satisfactory.)