

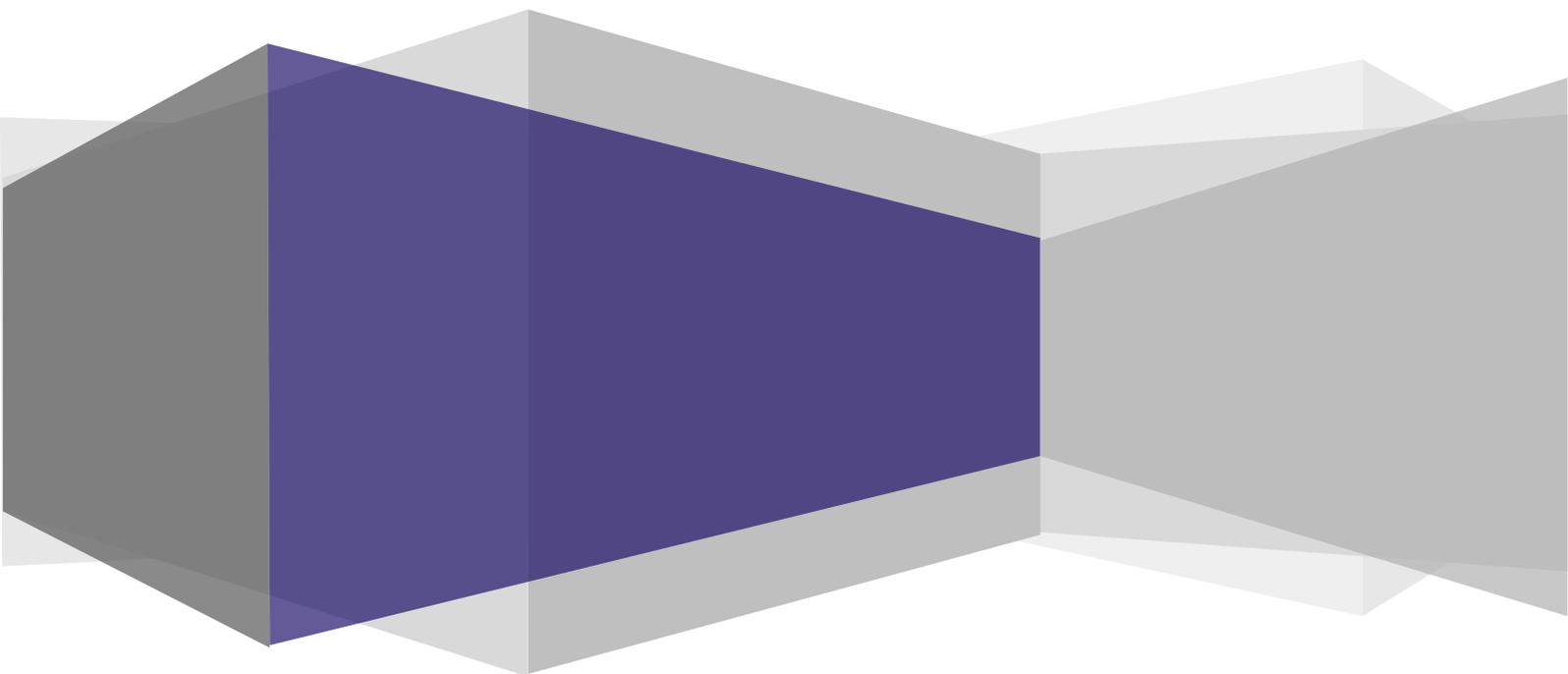
AQUINAS CHURCH OF ENGLAND EDUCATION TRUST

www.aquinastrust.org

Application Pack

**Specialist Leader for Aquinas Mini Provisions
(Assistant Headteacher)**

For January 2026



Specialist Leader for Aquinas Mini Provisions (Assistant Headteacher)

We are seeking a dynamic and experienced Specialist Leader to join our multi-academy Trust. This role is pivotal in leading the development and delivery of high-quality teaching for children with Special Educational Needs and Disabilities (SEND), particularly those presenting at extremely early developmental levels. The successful candidate will work across multiple mainstream primary schools within the Trust, developing a suitable curriculum, creating appropriate assessment tools, developing staff teams and quality assuring teaching and learning practices within our mini provisions.

Our ideal candidate will have:

- a deep understanding of SEND statutory processes
- a proven track record of successfully leading teams
- Qualified Teacher Status (QTS) with significant experience in both mainstream and special schools.
- Experience in developing and implementing assessment tools for children at early developmental levels
- Strong leadership and team management skills.
- Excellent written and spoken communication, and interpersonal skills.
- Ability to work collaboratively with external professionals, parents, and school staff.
- Commitment to ongoing professional development and staying current with best practices in SEND education.
- A proven commitment to the importance of pupil and parent voice.
- Significant experience of ensuring children have the appropriate communication supports to develop receptive and expressive communication and emotional regulation skills.
- An ability to motivate and inspire

In return, we offer:

- A happy community committed to the professional development of all colleagues.
- A distinctive local context ensuring we place inclusivity at the heart of all we do.
- A skilled and experienced team of teachers and other professionals.
- A motivated leadership team leading rapid improvement to the students' life chances.
- A Trust in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

The Aquinas Trust is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **10:00am 25th September 2025**

Should you wish to visit one of our provisions we will be happy to carry out tours by appointment on the afternoons of the 15th or 18th September. Please ensure you email Aquinas.recruitment@aquinatrust.org to book this in.

THSHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview – unless explicitly requested in your application.

INTERVIEWS

Candidates will be invited for interview.

Interview dates: **Thursday 2nd October**

APPOINTMENT

All candidates will be contacted following interview.

Appointment to commence: **January 2026**

APPLYING

Please send your completed application form, outlining your suitability for the role against the enclosed person specification and job description, by email to Aquinas.recruitment@aquinatrust.org. Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

All sections of the form should be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form.

Please note a signed copy of your application form will be required prior to interview.

If you would like to discuss the role prior to application, please contact the HR Officer at Aquinas.recruitment@aquinatrust.org

RETENTION OF INFORMATION

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records policy.

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JOB DESCRIPTION

DETAILS

Job Title:	Specialist Leader for Aquinas Mini Provisions (Assistant Headteacher)
Grade:	L1-L9
Salary Range:	£55,881.00 - £67,177.00 p.a.
Reports to:	Deputy Director Inclusion

THE ROLE

The successful candidate will work across multiple mainstream primary schools within the Trust, developing a suitable curriculum, creating appropriate assessment tools, developing staff teams and quality assuring teaching and learning practices within our mini provisions.

KEY RESPONSIBILITIES

- Lead the development and implementation of an inclusive curriculum tailored to the needs of children at early developmental levels.
- To support the development and review of personalised learning plans and target setting.
- Develop and utilise appropriate assessment tools to demonstrate progress from individual starting points, both academically and holistically.
- Ensure pupils have personalised communication support to develop their expressive and receptive communication and aid wellbeing.
- Travel between schools within the trust to provide leadership and support to specialist classroom teams.
- Liaise with external professionals (e.g., SEND Advisory Team, NHS Speech and Language Therapists, Educational Psychologists)
- Provide extensive professional development and training to teaching assistants, higher-level teaching assistants, and other staff members.
- Ensure that teaching and learning practices are of the highest quality and meet the needs of all pupils.
- Provide regular reports to the executive team on the progress and effectiveness of the specialist classrooms.
- Collaborate with school SENCOs to support the development of inclusive practices across the trust.
- Lead on the assessment and quality assurance processes using tools such as SCERTS and the Engagement Profile.
- Promote whole-school development in inclusive practices and contribute to the Trust's strategic vision for SEND.
- Communicate positively with parents/carers and provide support, advice and signposting as appropriate

TRAINING

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate will be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

SAFEGUARDING

All colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

VARIATIONS

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

SPECIALIST LEADER FOR AQUINAS MINI PROVISIONS (ASSISTANT HEADTEACHER)

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) with significant experience in both mainstream and special schools. 	<ul style="list-style-type: none"> • Post graduate qualifications in SEND or evidence of national SEND training accreditation e.g. AET or National Autistic Society
Knowledge, skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> • Proven experience in leading and developing inclusive curriculum and teaching practices. • In-depth knowledge of SEND statutory processes and best practices. • Experience in developing and implementing assessment tools for children at early developmental levels. • Strong leadership and team management skills. • Excellent communication and interpersonal skills. • Ability to work collaboratively with external professionals, parents, and school staff. • Commitment to ongoing professional development and staying current with best practices in SEND education. • A proven commitment to the importance of pupil and parent voice. • Significant experience of ensuring children have the appropriate communication supports to develop receptive and expressive communication and emotional regulation skills. • An ability to motivate and inspire 	<ul style="list-style-type: none"> • Experience in working across multiple school sites. • Familiarity with tools such as SCERTS and the Engagement Profile • Creative and innovative approach to teaching and learning. • Strong organisational and time management skills.