St Gregory's CATHOLIC SCHOOL

Assistant SENCO

APPLICATION PACK

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Kent Catholic Schools' Partnership

'Academies in Christ'
Part of the Archdiocese of Southwark

Every child is known and loved

Letter from the Headteacher

Dear Prospective Candidate

Thank you for your interest in this exciting opportunity to join St Gregory's Catholic School at a pivotal and energising moment in our journey.

St Gregory's is a school with bold ambition and a clear moral purpose. Rooted in the Gospel and inspired by our patron, St Gregory the Great, our vision is simple yet profound: every child is known, loved and called to greatness. We believe deeply in the dignity of every young person and in the transformative power of education to shape lives of purpose, service and excellence.

Over recent years, we have raised expectations, restored high standards and strengthened our culture. We are now building something exceptional: a Christ-centred school characterised by compassionate ambition, a place where warmth and care sit alongside challenge, scholarship and joy. We are determined to become a nationally recognised model of what a non-selective Catholic school can achieve.

At St Gregory's, we form young people of integrity, empathy and vigour. We expect our students to think deeply, act responsibly and strive for excellence in all they do - academically, creatively, spiritually and competitively. In return, we provide a rich curriculum, diverse opportunities and a culture of belonging where every student is supported to flourish and discover their vocation.

We place exceptional value on relationships. To truly know each child is not a slogan, but a daily commitment. Clear expectations, strong routines and a calm, purposeful environment allow students to be themselves with confidence, to take responsibility for their actions, and to grow into resilient, reflective and compassionate young adults.

Our Catholic life is at the heart of the school. Prayer, reflection and collective worship shape the rhythm of each day, offering space for encounter, meaning and formation for all members of our community, whatever their personal faith background. We are proud to be a Catholic school that is inclusive, outward-looking and deeply human in its mission.

By joining St Gregory's, you will become part of a professional, committed and forward-thinking team who believe passionately in education as a vocation. We invest in our staff, value professional growth and welcome colleagues who are excited by challenge, inspired by young people and aligned with our vision for greatness.

We would be delighted to explore how your skills, energy and values could contribute to the next chapter of St Gregory's, a school where you can inspire and be inspired, and where your work will truly matter.

Thank you for considering St Gregory's Catholic School.

Yours sincerely,

Mike Wilson
Headteacher

About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 28 academies of which 23 are primary schools and five are secondary schools.

A seven-form entry secondary school located in Tunbridge Wells, St Gregory's is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks. As an inclusive academy, its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world.

In its most recent denominational inspection in June 2024, St Gregory's was judged as 'Outstanding' for Catholic Life and Mission and 'Good' for both Religious Education and Collective Worship and, in its latest Ofsted inspection in October 2024, the school was judged as 'Good' in all areas. At the heart of the report is recognition of the school's mission to ensure that 'every child is known and loved' inspectors highlighted a "warm and welcoming environment", where students feel valued, supported and able to thrive.

School vision and values

Our Vision

We provide every student in our care with a world-class Catholic education, welcoming them into our inclusive and caring community in which **every child is known and loved**.

We teach students to understand their own unique value and dignity, so they may recognise and realise their God-given potential and, inspired by the life of St Gregory, we empower them to approach the opportunities of their education with vigour. We aim for our students to adopt the role of servant leaders, acting with empathy and integrity to make unique and positive contributions to society and the world.

St Gregory's ALIVE values:

Ambition

Rooted firmly in Catholic teachings, we aim to nurture and guide our students to fulfil their God-given potential so they may achieve success. We support this by providing extensive opportunities in our students' education that include academic, co-curricular, personal and relationship guidance, as well as providing strong role models and teaching moral and ethical values.

Leadership

We strive to be a community of servant leaders, where individuals gain a clear sense of self and purpose, knowing their values and using these to guide how they enrich the community in which they belong.

Integrity

We teach our students to value honesty and have strong moral principles, using their discernment to govern their actions and take responsibility for their choices.

Vigour

Inspired by the life of St Gregory, we empower our students to work with vigour, so they approach all activities and opportunities with effort, energy and enthusiasm.

Empathy

We aim for our students to understand and value the feelings of others and for them to know they are loved and celebrated irrespective of their differences. We also give them the confidence to celebrate their own differences.

School intent statement

Our school is a community centred on the Catholic ethos that strives for excellence, and teaches students the knowledge, skills and attributes they require to be effective 'life-long learners'. Students are happy and fulfilled, because they are nurtured in an environment where they are cared for, known and loved, and encouraged to be unique individuals. We pride ourselves on educating students academically, morally and spiritually, to go out into the world as socially responsible and successful individuals who have a strong sense of how they will use their skills and talents to make the world a better place. We do this by providing a curriculum rich in knowledge and skills, focused on strong relationships which encourage shared values and mutual respect.

At St Gregory's we develop young people who think deeply, are knowledgeable and are informed because they understand how to learn and the value of learning. Students make and articulate informed judgements, hold discussions and show compassion and empathy that enables them to make considered decisions and partake fully in wider society. St Gregory's underpins the Kent Catholic Schools' Partnership vision of a rich, child-centred curriculum that fosters a love of learning.

Our ambitious curriculum carefully sequences learning, so that students learn and apply knowledge and skills which are enhanced further with an exciting diversity of enrichment activities. We strive to provide world-class opportunities for our students, and seek to develop the 'whole person'. Our carefully considered curriculum is well planned, well-structured and thoughtfully sequenced, so that long term learning builds. Memory is fundamental and is developed by students thinking hard to retrieve knowledge, spacing concepts and skills in each subject, and interleaving them throughout the curriculum.

With Christ's love at the centre of all that we do, our curriculum aims to develop young people who:

- Are happy and feel fulfilled
- Are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- Act as positive role models, guiding others by example
- Can make and articulate informed decisions and take responsibility for themselves
- Approach activities with effort and commitment, showing resilience and perseverance
- Demonstrate respect, compassion and empathy towards the beliefs and values of others

Role description

We are looking to appoint an Assistant SENCO with an interest in special educational needs and disabilities who can support the work of the SENCO. They will help to develop our expanding SEND provision; to ensure that we deliver SEND support of the highest standard and our students can grow in an inclusive and nurturing environment.

If you would like to join our amazing SEND team of committed staff at St Gregory's School and help us to make a real difference to the lives of these students, we would love to hear from you.

Benefits of working at St Gregory's Catholic School

- A supportive and caring working environment for staff and students
- Training opportunities are provided for all staff
- Participation in overseas and UK school residential trips.
- Generous Pension scheme for all staff – 20.5% employer contribution for support staff
- Access to Kent Rewards which offers a range of local and national discounts in shops and health clubs, as well as discounts on travel, insurance and Kent Adult Education courses.
- Flu vaccination reimbursement.
- Eye test subsidy.
- Employee Assistance Programme which offers confidential, practical and emotional support including financial guidance, legal enquiries, counselling, and additional support services.
- State of the art Fitness Suite for staff to use free of charge.
- Chapel with opportunities for collective prayer and reflection, welcoming to those of all faiths and none and the opportunity for support from our Chaplain.



Job description

Job Title:	**Assistant SENCO**
Salary Grade:	KSF £32,140 – 35,035 (Pro-rata £28,269 – 30,815)
Hours/Weeks:	37 hours per week, Term time plus 5 days (39 weeks per year)
Line Manager:	SENCO

Main Purpose:

To provide administrative support to the SENCO in leading and managing the provision of special educational needs and disabilities, learning support hub, support for students who are disadvantaged and exam access arrangements.

Our Offer:

We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.



Every child is known and loved

Job description

Key duties and responsibilities:

- To be the Assistant SENCO for St Gregory's Catholic School and assist the SENCO in leading the provision of SEND within the school
- To support the SENCO in managing the implementation of an inclusive curriculum, within the framework of the school's aims and policies and ethos of "Known and Loved".
- To manage resources for students with SEND, including the allocation of ICT, and ensure they are used efficiently, effectively and safely.
- To disseminate SEND information to relevant parties in a timely, sensitive and appropriate manner
- To collate information from relevant parties regarding students for the purposes of interventions, exam access arrangements, referrals for assessment for SEND and for statutory paperwork such as Education Health and Care Plans
- To complete referrals and paperwork within the set time scales from Kent County Council and other outside agencies used by the SENCO
- Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- To liaise with relevant outside agencies to ensure that individual pupil's SEND needs are met effectively.
- To organise all relevant paperwork for interim and annual reviews for students with Education, Health and Care Plans
- To organise, minute and disseminate minutes of Department meetings and any other meeting as directed by the SENCO
- To book meetings for the SENCO relating to reviews, and support meetings of outside agency staff, such as, but not limited to, Specialist Teaching Service (STLS), Early Help, transition, parent meetings. Following these meetings, to communicate any relevant information and co-ordinate any resulting actions to those concerned



Job description

- To manage the on-line provision mapping software to ensure that records are up to date and correct.
- To create and review Pupil Passports for students with EHCPs and complex SEND (likely K code students).
- To support with the development and dissemination of other relevant documentation such as, but not limited to, medical health care plans, personal evacuation plans, risk assessments and paperwork relating to exam access arrangements.
- In collaboration with the SENCO, to ensure that the SEND register is accurate, up to date and communicated to staff.
- To manage and ensure safe keeping, organisation and filing of relevant documents.
- To input and use data effectively to identify pupils who are seriously underachieving and where necessary create and implement effective plans of action to support those pupils
- To support the SENCO in the Line Management of the teaching assistants.
- To support with the day to day running of the SEND area.
- To oversee the provision of students with EAL

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.



Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	To have evidence of continuing and recent professional development relevant to the post.	E
	HLTA or equivalent level qualification.	E
Knowledge & Experience	Supporting children with special educational needs	E
	Monitoring and identifying areas for improvement	E
	Knowledge and experience in the demands in a high achieving school environment	D
	Effective use of assessment and analysis of SEND children's progress in raising standards	D
	Empathy, care, understanding of mindfulness, wellbeing and resilience	E
	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	E
Skills, Qualities & Abilities	Empathy with students	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Dedication	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E



Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly via Kent-teach using **CLICK HERE**

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 7 December 2026 at 09:00 am

Interview date: w/c 7 December 2026

Start date: ASAP

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.



Every child is known and loved