

HEAD OF SCHOOL / SENCO

LYNSTED & NORTON PRIMARY

SENCO

BORDEN CE PRIMARY

DUAL ROLE VACANCY

Borden Church of England Primary School
School Lane
Borden
Sittingbourne
Kent
ME9 8JS

Phone: 01795 472593
Email: office@borden.kent.sch.uk

Lynsted & Norton Primary School
Lynsted Lane
Lynsted
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ME9 0RL

Phone: 01795 521362
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Contents	
Dear Applicant.....	3
Advert.....	4
Job Description.....	6
Our Community Multi Academy Overview	8
OCMAT Leadership Principles	9
Our Schools.....	11
Trust Central Team.....	11
The Application Process	12
The Shortlisting and Interview Process.....	12
Conditional Offer	13
Safeguarding.....	13
Retention of Information	13

Dear Applicant

Thank you for expressing an interest in joining us in this exciting role that spans both Borden Church of England Primary School and Lynsted & Norton Primary School - two successful, nurturing schools within Our Community Multi Academy Trust.

We hope this recruitment pack gives you a flavour of what it's like to work with us, and we warmly invite you to visit either or both schools during the school day. It's the best way to experience firsthand why we are so proud of our pupils, staff, and the strong sense of community that defines us.

About Borden CE Primary School

Borden is a small, welcoming school of approximately 140 pupils with a single-form intake of 20 per year. Some year groups are split across classes, with staff using their deep knowledge of every child - academically, socially, and emotionally - to make personalised decisions that support individual learning and wellbeing. Our small class sizes and strong relationships mean children feel known, valued, and safe. The nurturing environment and high levels of teacher attention, particularly in Reception, support a smooth transition into school life.

About Lynsted & Norton Primary School

Lynsted & Norton is a village school set across two buildings - the main school, which houses the hall, three classrooms, the library and a play therapy room, and the School House, which includes our Reception/Y1 class and school office. Our vision is to create a positive, nurturing learning community where every child can thrive. We are proud of the pastoral care we provide, which includes high adult-to-child ratios on the playground, additional play therapy, and 1:1 sports coaching for pupils who need extra support.

Working with Us

We are proud to be part of Our Community Multi Academy Trust, a family of ten schools led by CEO Mr David Whitehead. Professional development and staff wellbeing are high priorities across our Trust, and all new colleagues are warmly welcomed and supported.

To learn more about each school, please visit our websites or contact our school offices:

Borden CE Primary: www.borden.kent.sch.uk | office@borden.kent.sch.uk | 01795 472593

Lynsted & Norton Primary: www.lynsted-norton.kent.sch.uk | office@lynsted-norton.kent.sch.uk | 01795 521362

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Miss Georgie Ingram
Executive Headteacher



Advert

Job Title (dual role): Head of School / SENCO - Lynsted & Norton Primary (0.8) / SENCO - Borden CE Primary (0.2)

Grade: Leadership Scale 1-5

Permanent, Monday to Friday - 0.2 SENCO at Borden, 0.8 SENCO/Head of School at Lynsted

Closing Date: 4 July 2025

Interview Date: w/c 7 July 2025

Proposed Start Date: 1 January 2026 (earlier if possible)

This is a fabulous opportunity for a dedicated and organised person to join the school team at Lynsted & Norton Primary and Borden CE Primary which is part of Our Community Multi Academy Trust. We are seeking to appoint an enthusiastic and experienced staff member to join both school's successful and supportive teams.

This is a dual role working across 2 of our Trust schools.

We are seeking a Head of School and SENCO at Lynsted & Norton Primary 4 days a week and a 1 day a week SENCO at Borden Church of England Primary School (which will be supported by a SENCO Assistant within the school). This role is non-class based.

Applications as a job share will be considered as part of this.

Lynsted & Norton Primary is one of ten schools within Our Community Multi Academy Trust with 64 pupils on our roll and Borden CE Primary with 125 pupils on our roll.

Our Community Multi Academy Trust believe that our people are our biggest asset.

We can offer you:

- The opportunity to work in an excellent school and to contribute to its growth and development
- Students who enjoy learning
- A stable and committed staff team determined to give our students the best possible opportunities
- A supportive and committed board of trustees
- Work within a growing Trust who fully believe in the professional development of their staff.

The successful candidate will:

- Have excellent organisational skills
- Be punctual
- Communicate well and be confident managing others
- Have good teamwork skills
- Respect confidentiality and the potential sensitivities of working in a school
- Have experience working in a school
- Be able to demonstrate in their application that they can fulfil the main duties of the job description and person specification as a minimum

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via Kent Teach.

For further information about the role, please contact Emma Rannard, via telephone on 07591203164, or emma.rannard@ocmat.org.uk.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidates suitability to work with children will be discussed at interview.

The successful candidate must be committed to completing the National Professional Qualification for Special Educational Needs Coordinators (NPQ SENCO), which is a statutory requirement for all SENCOs in England. This must be achieved within three years of appointment, and the candidate will be expected to understand the course requirements and plan to begin the qualification within the first two years in post.

Job Description

Job Title (dual role): Head of School / SENCO - Lynsted & Norton Primary (0.8) / SENCO - Borden CE Primary (0.2)

Grade: Leadership Scale 1-5

Permanent, Monday to Friday - 0.2 SENCO at Borden, 0.8 SENCO/Head of School at Lynsted

Closing Date: 4 July 2025

Interview Date: w/c 7 July 2025

Proposed Start Date: 1 January 2026 (earlier if possible)

Note: This is a generic job description for the post. Specific responsibilities will be allocated depending upon the areas of expertise of the successful candidate.

Purpose of Job:

- To provide day to day management for Lynsted & Norton Primary School
- To ensure continual improvement and high quality, engaging and fulfilling education for all pupils and further development in standards of teaching, learning and achievement, in accordance with statutory requirements.
- To uphold the vision of the school and Trust showing a commitment to OCMAT leadership principles.
- To take responsibility for the day to day operation of provision made by the school for pupils with SEN (including those on class provision) and provide professional guidance in the area of SEN, in order to secure high quality teaching and learning and the effective use of resources to bring about improved standards of achievement for all pupils.

Responsible to: Executive Headteacher

Responsible for:

- Leadership and management of all staff;
- School Management (day to day running of the schools);
- Working to the professional duties set out in the School Teachers' Pay and Conditions Document, to:
- Work with the Executive Headteacher in the strategic planning, development and promotion of the school;
- Provide leadership at the highest level for all aspects of school life;
- Attend and work with the Executive Headteacher to prepare for Local Monitoring Council Meetings;
- Be responsible for the day to day running of the school on an operational level including timetabling, monitoring, attendance and behaviour;
- Regularly update and consult the Executive Headteacher on the day to day running of the school and ;
- Have an overview of the curriculum, including promoting the development of teaching and learning and the development of schemes of work, teaching materials, methods of teaching and assessment;
- Regularly monitor the quality of teaching and learning in Lynsted & Norton Primary School and use the monitoring to inform ongoing school development priorities.
- Provide guidance and advice to pupils and their parents on educational matters;
- Be responsible for tracking pupil progress and ensuring that all pupils have the opportunity to achieve their potential;

- Ensure all statutory requirements for assessment, recording and reporting are met;
- Represent the Executive Headteacher in meetings;
- Be responsible for performance, appraisal and assessment of staff and ensure all staff have access to quality training and specifically to have performance appraisal responsibility for all staff;
- Develop, implement, monitor and maintain SEN policies and practices, such as completing EHCPs, which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies.
- Disseminate good practice relating to SEN through INSET, coaching and mentoring mechanisms.
- Work closely with parents to build and maintain positive relationships that support pupils with SEND. This includes attending parents' evenings, meeting with parents to discuss SEN issues and or needs and holding all required statutory meetings (annual reviews etc)
- Develop and implement systems for recording individual pupils' progress, and collect and interpret specialist assessment data. (Provision Plans, Annual Reviews for EHCPs, SEN register)
- Plan, delegate and evaluate work carried out by team(s) and individuals, and ensure a consistent approach regarding SEN across the school.

To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition the post is subject to compliance with:

- School policies and guidelines on the curriculum and school organisation
- County policies
- National Standards for SENCO's
- National Professional Standards for Teachers
- The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment
- SEN Code of Practice
- Common core of skills and knowledge for the children's workforce.
- Assist the Executive Headteacher in the selection and appointment of staff;
- Plan and involve professional development opportunities for all staff, including opportunities for collaboration both within and beyond the trust;
- Have responsibility and commitment for safeguarding and promoting the welfare of pupils at Lynsted & Norton Primary School, including ensuring the requirements of the Single Central Register are fulfilled and absence is regularly monitored, and issues addressed.
- Support Lynsted & Norton Primary School in meeting any legal requirements for the curriculum e.g. for Collective Worship. This includes engagement and liaison with the Diocese of Canterbury.
- Comply with Health and Safety Policies and undertake risk assessments as appropriate.
- Undertake other duties as may reasonably be assigned by the Executive Headteacher, recognising that the duties of this post may vary from time to time without changing the general character of the post or level of responsibility as the federation develops.

The successful candidate must be committed to completing the National Professional Qualification for Special Educational Needs Coordinators (NPQ SENCO), which is a statutory requirement for all SENCOs in England. This must be achieved within three years of appointment, and the candidate will be expected to understand the course requirements and plan to begin the qualification within the first two years in post.

Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



OCMAT Leadership Principles

The Inclusive Leader:

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

The Compassionate Leader:

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered.

The Community Leader:

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

We will ultimately achieve this through being Collaborative leaders

The Collaborative Leader:

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities - working in a positive partnership with all Trust staff.
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale.
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust.

Our Schools

Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

Trust Central Team

Central Support Team

(based at Lynsted & Norton Primary School)

Human Resources Team

Finance Team

Business Support & Management Information Team

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through the Kent-Teach website. Alternatively, please contact trusthr@ocmat.org.uk for a paper application form.

The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies: www.ocmat.org.uk



Mr David Whitehead, CEO, Our Community Multi Academy Trust
c/o Lynsted & Norton Primary School
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Kent
ME9 0RL
Company No: 10842747