



Whitehill
Primary School & Nursery

Working at Whitehill Primary School & Nursery

Join our Team



**For appointment of:
SENDCo**



PROUD TO BE
Aletheia
Academies Trust



Welcome from Whitehill Primary School & Nursery

Thank you for your interest in joining Whitehill Primary School and Nursery. We hope the information shared here gives you a real sense of our school, our place within Aletheia Academies Trust, and the opportunity this role offers.

Whitehill is a happy, caring and inclusive community where children are at the heart of everything we do. We understand the importance of early experiences in shaping future lives, and we are committed to ensuring that every child feels safe, valued and supported. Inclusion is central to our work, and we strive to ensure that all pupils, regardless of need or background, are able to access learning, experience success and feel a strong sense of belonging.

Our approach is rooted in knowing our children well and responding to their individual needs. We aim to nurture curiosity, communication, creativity and independence, enabling all pupils to grow into confident, capable and ambitious learners.

Since joining Aletheia Academies Trust in March 2025, Whitehill has become part of a wider family of schools with a shared commitment to improving life chances for all children.

Across the Trust, there is a strong focus on equity; working together to understand and remove barriers so that every pupil can access a high-quality education, regardless of their starting point or the school they attend.

Our staff team is dedicated, supportive and deeply committed to inclusion. Working alongside engaged governors and Trust colleagues, they provide a rich and inspiring curriculum, alongside thoughtful support that enables pupils with additional needs to thrive.

We welcome applications from individuals who share our commitment to inclusion and who are passionate about making a difference to children's lives. This is an opportunity to play a key role in ensuring that every child is supported to achieve their potential and to be part of a school and Trust that values both care and ambition.

Whitehill Primary School & Nursery



About us

Whitehill is a strong and thriving community, built on a shared commitment to ensuring that every child feels happy, valued and able to succeed. We are proud of the safe, nurturing environment we have created, where children are supported to grow both academically and personally.

Our aim is to enable every child to achieve their full potential. We place a strong emphasis on building confidence, encouraging ambition and supporting children to become increasingly independent in their learning and decision-making. Central to this is our commitment to inclusion, recognising that every child is different and ensuring that their individual needs are understood and met.

Our curriculum is carefully designed to meet the needs and interests of all learners. It is regularly reviewed and adapted to reflect the changing world around us, incorporating new ideas, technologies and approaches to learning. We are committed to ensuring that all pupils, including those with additional needs, can access the curriculum and experience success.

Children at Whitehill are encouraged to think beyond the classroom. They explore real-world issues, share their ideas and take an active role within the school and wider community. Through this, they develop a sense of responsibility, empathy and understanding of the world around them.

We are proud to offer a Nursery provision and a wide range of resources that support children at every stage of their development. Our learning environments, both indoors and outdoors, are designed to be engaging, supportive and inspiring, providing opportunities for all children to grow, develop and thrive.

“Children flourish in early years. The environment is rich with language and well planned activities. Children show engagement, enthusiasm and collaboration.” – Ofsted



Why work at Whitehill? Our Trust Benefits



Wellbeing & Health Support

We believe that looking after our people comes first:

- 24/7 GP helpline for you and your family
- One-on-one online employee counselling
- Free access to Physiotherapy
- Free annual eye tests & checkups
- Free annual Flu Vaccination



Rewards, Discounts & Pension

Your hard work deserves recognition and reward:

- Staff discounts (via Motorfinity & Kent Rewards)
- Pension options via LGPS or Teachers' Pension Scheme
- Reduced rate EV Charging at all applicable schools



Personal & Professional Growth

We are committed to your development every step of the way:

- Personal development days
- Trust-wide best practice networks
- CPD support, secondment options, and mentorship opportunities
- Clear progression paths for all



Work-Life Balance & Flexibility

We understand that life outside school matters. That is why we, in collaboration with our Trust, have developed a Workplace Charter to clearly demonstrate its commitment to staff wellbeing, mental health, and a healthy work-life balance.



Collaboration & Support

You will never work alone at Aletheia:

- Access to wider Trust expertise and central services (e.g. HR, IT, finance, etc.)

This is not just a job - it is a career enriched by trust, growth, and community.

Job Description

Job title	SENDCo
Location	Gravesend, Kent
Work hours	Permanent, full-time
Salary	L1 - L4 (£51,773 - £55,747)
Reporting to	Deputy / Headteacher
Pension	Teachers' Pension Scheme



About the Role

An exciting opportunity has arisen to join Whitehill Primary School and Nursery as SENDCo. This is a key role within our inclusive and diverse school, offering the chance to make a meaningful difference to the lives of children and families.

The SENDCo is a valued member of the Senior Leadership Team, providing strategic leadership for inclusion and SEND across the school. The post will initially be non-class based; however, this may change over time in response to the needs of the school.

We are particularly keen to hear from individuals who:

- Are strong classroom practitioners with a clear understanding of high-quality teaching
- Are passionate about inclusion and committed to ensuring that all children can access learning and succeed
- Want to play an active role in shaping and developing learning experiences that meet a wide range of needs
- Value working as part of a supportive and caring team
- Are motivated by making a difference to the outcomes and experiences of children

The purpose of the role is to lead and coordinate provision for pupils with special educational needs and disabilities, ensuring that all children receive the support they need to achieve well and feel fully included in school life.

This is an opportunity to play a central role in shaping inclusive practice across the school, working alongside committed colleagues to ensure that every child is supported to thrive. We are looking for a leader who is approachable, thoughtful and decisive - someone who builds trust, develops staff and is confident in leading the next phase of the school's journey.

Key Responsibilities



Main Accountabilities

- Lead the ongoing development and maintenance of the school's SEND provision and offer, ensuring clarity and accessibility for staff, parents and pupils.
- Oversee the implementation of the school's SEND policy, ensuring that provision is consistent, effective and responsive to pupils' needs.
- Coordinate provision for pupils with SEND, ensuring that support is well planned and enables all pupils to achieve and feel included.
- Provide guidance to staff on the graduated approach to SEND, supporting them to meet a wide range of needs within the classroom.
- Manage the SEND budget effectively, advising senior leaders on priorities for spending to ensure the greatest impact.
- Secure additional funding where appropriate, including High Needs Funding, ensuring applications are timely, well-evidenced and aligned to pupils' needs.
- Build strong, supportive relationships with parents and carers, working in partnership to support pupils with SEND and those requiring early help.
- Work closely with early years providers, other schools and external professionals, including educational psychologists, health and social care services, to ensure joined-up support.
- Act as a key point of contact for external agencies, including the Local Authority and its support services.
- Support smooth transitions by working with previous and future education providers, ensuring continuity and effective preparation for pupils and families.
- Take responsibility for the provision and progress of looked-after children, ensuring their support is well coordinated and meets their individual needs.
- Ensure compliance with statutory requirements, including maintaining accurate and up-to-date SEND records.





Main Duties

- Monitor, assess and report on the progress and attainment of pupils with SEND, ensuring that provision has a positive impact.
- Work with teachers to ensure that teaching, learning and assessment meet the needs of pupils with SEND.
- Lead the planning, implementation and evaluation of targeted interventions, ensuring they are purposeful and effective.
- Support the use of evidence-informed and specialist approaches to teaching pupils with SEND, contributing to staff development where appropriate.
- Lead the effective deployment of teaching assistants, ensuring support enables access to high-quality, first teaching.
- Promote high expectations for behaviour, attendance and engagement, supporting pupils to develop positive attitudes to learning.
- Provide guidance on access arrangements for statutory assessments, ensuring processes are clear and well managed.
- Keep professional knowledge up to date, sharing developments in SEND and wider teaching practice with staff.

Recording and Assessment

- Oversee the tracking and evaluation of progress for pupils with SEND, using information to inform provision and next steps.
- Provide clear and timely feedback to staff and pupils in line with whole-school assessment practices.
- Contribute to written and verbal reports for individual pupils, ensuring accuracy and clarity.

Leadership

- Support the development and implementation of the school's vision and strategic direction, with a strong focus on inclusion.
- Provide strategic leadership of SEND provision, guiding staff on effective practice and embedding the graduated approach within high-quality teaching.
- Lead and line-manage teaching assistants, including appraisal and professional development in line with Trust policy.
- Monitor and evaluate the quality and impact of SEND provision, identifying areas for development and implementing improvements.
- Ensure systems are in place to review the experiences and outcomes of pupils with SEND, reporting findings to senior leaders.
- Promote the progress, wellbeing and inclusion of pupils with SEND, providing guidance and support to staff, pupils and families.
- Lead and contribute to professional development and meetings related to SEND and wider school priorities.
- Prepare and review statutory information for governors, including the annual SEND information report.
- Lead the review and development of the school's SEND policy to ensure it remains effective and up to date.

Pastoral Care

- Build and maintain positive, supportive relationships with parents and carers, working in partnership to support pupils with SEND.
- Work with a range of external professionals and agencies, as appropriate, to ensure coordinated support for pupils.
- Participate in meetings related to pupils with SEND, both within school and with external partners.
- Promote the progress, wellbeing and inclusion of pupils with SEND, ensuring they feel supported and able to thrive.
- Recognise and celebrate the achievements of pupils with SEND across all aspects of school life.
- Support the effective use of home learning so that it contributes positively to pupils' progress.
- Attend parent/carer meetings and wider school events, maintaining strong communication and engagement with families.

The postholder may be required to undertake other duties appropriate to the role, as directed by the Headteacher or Deputy Headteacher.



Person Specification



	Essential	Desirable
Qualifications and Experience		
Qualified Teacher Status (QTS)	✓	
Degree-level qualification	✓	
Evidence of continuous professional development (CPD)		✓
Proven ability as an excellent classroom teacher	✓	
National award for SEN co-ordination or willingness to complete within 3 years	✓	
Experience of working with children with SEND	✓	
Experience of delivering CPD	✓	
Skills and Knowledge		
Knowledge of the SEND code of practice	✓	
An understanding of a range of teaching strategies to support all children and those with SEND	✓	
Ability to build effective relationships	✓	
Good record-keeping skills	✓	
Data analysis and the ability to use data to inform provision planning	✓	
Personal Qualities		
Ability to work under pressure and prioritise effectively	All Essential Criteria	
Self-motivated and show creativity when adapting learning to meet the needs of smaller groups of children		
A belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background		
Have high expectations of both pupils and of yourself		
Be committed to your own professional development and keen to make a significant contribution to the life of our school		
Support an interest in the ethos, mission and values of the Trust and demonstrate this in all work activities		

How to Apply



If you are excited by this role and believe you have the values, vision, and expertise, then we would love to hear from you. Alternatively, if you wish to arrange a visit to the school before making the decision to post, then please contact:

People and Culture Team

HR@aletheia-trust.org.uk

01474 533 082.



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



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