

# St Gregory's

CATHOLIC SCHOOL



## Inclusion and Attendance Practitioner

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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 our dynamic team of dedicated professionals striving to provide our students with the very best Catholic education possible.

Our mission is clear and profound: to provide every student in our care with a world-class Catholic education, ensuring they are embraced by our inclusive and loving community. At the heart of our educational philosophy is the belief that **every child is known and loved**. Inspired by the life of St Gregory, we strive to empower our students, teaching them to understand their own unique value and dignity. Through this understanding, they can recognise and realise their God-given potential.

We aim for our students to become servant leaders, guided by principles of empathy and integrity, making unique and positive contributions to society and the world. We hold ambitious expectations for our students and challenge them to strive for the very best they can achieve. We enable our students to take personal responsibility for their education and development, overcoming barriers and owning their actions so that they can be rightly proud of their achievements.

At St Gregory's, we are dedicated to creating a safe environment for our students so that they can be themselves with confidence. Clear expectations are provided, allowing them to flourish academically, emotionally and spiritually. Our commitment to truly knowing each student enables us to provide a nurturing atmosphere where they can grow and thrive.

Central to our educational approach is the emphasis on personal and spiritual development. Opportunities for prayer, reflection, and collective worship form an integral part of school life. Through these experiences, students gain a deeper understanding of themselves and their spiritual formation. We encourage them to reflect on their lives, their beliefs, and the unique role they play in the world around them.

By joining us, you will play a crucial role in shaping the educational journey of our students. We would be delighted to discuss how you could become a part of our dynamic community, where a commitment to excellence, inclusivity and the values of our Catholic tradition defines who we are.

Thank you for considering St Gregory's as the place to inspire and be inspired.

Sincerely,  
Mike Wilson  
Headteacher  
St Gregory's Catholic School



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# *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.

*Every child is known and loved*

# *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.

***Every child is known and loved***

# *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

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## *Role description*

The **Inclusion and Attendance Practitioner** plays a key role in improving outcomes for disadvantaged pupils and those with Special Educational Needs and Disabilities (SEND). The postholder promotes high levels of attendance, identifies and addresses barriers to learning, and supports the effective delivery of inclusive classroom practice. Working closely with the SENCo, pastoral teams, and phase leaders, the role is responsible for monitoring attendance, maintaining an accurate Pupil Premium register, delivering targeted in-class support, and implementing evidence-informed interventions. The Inclusion and Attendance Practitioner ensures that vulnerable pupils are identified, supported, and enabled to achieve their full potential both academically and pastorally.

### **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.



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# Job description

<b>Job Title:</b>	<b>Inclusion and Attendance Practitioner</b>
<b>Salary Grade:</b>	<b>KSD £26,393 - £27,713 (2025/26 Pay Scale)</b>
<b>Hours/Weeks:</b>	<b>Mon – Thu 0815 – 1615; Fri 0830 – 1600. 37 hours/week, Term Time plus 2 weeks (40 weeks/year)</b>
<b>Line Manager:</b>	<b>SENCo</b>

## Purpose of Job:

The **Inclusion and Attendance Practitioner** reports to the SENCo, working closely with the Heads of Phase, Pastoral Managers, and the Attendance Lead to drive attendance, remove barriers to learning, and strengthen classroom practice for disadvantaged and SEND pupils.

To work as a key member of the Inclusion Team, aligned to a specific phase/year group, to improve outcomes for disadvantaged (Pupil Premium) and SEND pupils through:

- Daily, proactive attendance action
- Systematic identification and removal of barriers to learning
- Strategic in-class deployment to support high-quality teaching
- Delivery of targeted interventions where appropriate

This role is central to ensuring that all pupils are known, supported, and able to thrive academically and pastorally.

## **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.



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# *Job description*

## **Key Duties & Responsibilities**

### **1. Daily Attendance Action**

- Monitor attendance for pupils within the allocated phase on a daily basis.
- Identify pupils of concern, including:
  - Persistent absence
  - Emerging absence patterns
  - Disadvantaged (PP) and SEND pupils
- Take timely and appropriate actions, including:
  - Supporting first-day response systems
  - Liaising with pastoral teams and families
  - Identifying and recording barriers to attendance
- Ensure all actions are accurately logged and contribute to a clear audit trail.
- Work with pastoral leaders to support improving attendance outcomes, particularly for vulnerable pupils.

### **2. Pupil Premium Register & Barrier Identification**

- Maintain a high-quality, live Pupil Premium register for the allocated year group.
- Conduct structured 1:1 and small group conversations with PP pupils to:
  - Identify academic, social, emotional, and practical barriers to learning
  - Capture pupil voice and aspirations
- Record barriers clearly using agreed school frameworks.
- Work collaboratively with teaching and pastoral staff to:
  - Translate barriers into precise, actionable strategies
  - Ensure provision is responsive and regularly reviewed
- Ensure disadvantaged pupils are consistently prioritised and supported.

### **3. Classroom Deployment (SEND & Inclusion Focus)**

- Be deployed by the SENCo into mainstream lessons to:
  - Support SEND pupils to access learning effectively
  - Promote independence and resilience
  - Enable teachers to implement adaptive teaching successfully
- Maintain awareness of Pupil Premium pupils in lessons and support:
  - Engagement
  - Participation
  - Progress
- Provide professional feedback to teachers and the Inclusion Team on:
  - Effective strategies
  - Emerging needs
  - Areas for further development

# Job description

## 4. Targeted Intervention

- Deliver time-limited, evidence-informed interventions, for example:
  - Literacy and numeracy support
  - Pre-teaching or overlearning
  - Confidence and social skills development
- Ensure interventions are:
  - Clearly linked to identified barriers
  - Structured with entry and exit measures
  - Evaluated for impact
- Avoid unnecessary withdrawal from lessons, ensuring pupils retain access to a broad and ambitious curriculum.

## 5. Collaboration & Communication

- Work closely with:
  - SENCo
  - Heads of Year / Phase Leaders
  - Attendance team
  - Teaching staff
- Contribute to inclusion reviews, pastoral meetings, and pupil progress discussions.
- Maintain clear, accurate, and up-to-date records appropriate for external scrutiny (e.g. Ofsted, Trust).

## 6. Safeguarding and Ethos

- Uphold the school's safeguarding responsibilities at all times.
- Report concerns promptly in line with statutory guidance and school policy.
- Support and promote the Catholic ethos of the school, ensuring dignity, care, and high expectations for every pupil.
- Champion disadvantaged and vulnerable pupils consistently.

## Key Impact Measures

- Improved attendance rates within the allocated phase, particularly for PP and SEND pupils
- A high-quality, actionable Pupil Premium register
- Evidence of strengthened classroom practice and adaptive teaching
- Improved engagement and progress of PP and SEND pupils
- Demonstrable impact of interventions

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
<b>Faith Commitment</b>	Understanding of the distinctive nature of a faith school	E
	Aligned with the values and ethos of a Catholic school	E
<b>Qualifications</b>	5 GCSEs grade C and above (or equivalent)	E
	Honours Degree or equivalent	D
<b>Experience</b>	Experience of working with children or young people in an educational setting	E
	Experience of supporting pupils with additional needs (SEND and/or disadvantaged pupils)	E
	Experience working in a secondary school	D
	Experience delivering interventions (literacy, numeracy, or pastoral)	D
	Experience supporting attendance improvement or working with families	D
<b>Knowledge &amp; Understanding</b>	Understanding of barriers to learning, including those faced by disadvantaged pupils	E
	Basic understanding of SEND and inclusive classroom strategies	E
	Awareness of the importance of attendance in pupil outcomes	E
	Knowledge of effective intervention strategies	D
	Understanding of Pupil Premium strategy and accountability	D
	Awareness of safeguarding processes and practice	D
<b>Skills &amp; Qualities</b>	Strong interpersonal skills and ability to build positive relationships with pupils	E
	Ability to engage and motivate vulnerable learners	E
	Excellent organisational skills and attention to detail	E
	Ability to maintain accurate, high-quality records	E
	Effective communication skills, both written and verbal	E
	Ability to work both independently and as part of a team	E
	Commitment to high expectations for all pupils	E
<b>Personal Attributes</b>	Commitment to inclusion, equity, and improving life chances	E
	High levels of professionalism, discretion, and integrity	E
	Resilient, proactive, and solution-focused	E
	Commitment to safeguarding and promoting the welfare of children	D
	Willingness to engage in ongoing professional development	D
	Ability to work flexibly in response to pupil and school needs	D

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# *Application process*

You are welcome to contact HR at [HR@sgschool.org.uk](mailto: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:** 6 July 2026 at 12:00 noon

**Start date:** 1 September 2026

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.*



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