



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Head of Academic Inclusion (SENCo)
Required from September 2025

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Welcome from the Headmaster



I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, appearing to be 'Will Chuter', with a long horizontal line extending to the right.

Will Chuter
Headmaster

Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2024, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at www.kimboltonschool.com/about-us/policies



You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



Job Description

Head of Academic Inclusion (SENCo)

Required from September 2025

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimboltonschool.com.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

Purpose of the Role

To provide whole-school leadership to oversee, develop and promote a whole-school approach to inclusive learning and teaching for pupils with additional learning needs. To ensure that all our pupils' academic needs are being met in and out of the classroom. To be a beacon of good, inclusive teaching practice for all staff. This includes reviewing departmental and teacher responsibilities, ensuring best practices are shared across all systems, and championing a consistent learning experience for students. The Head of Academic Inclusion is responsible for pupils at the Senior School, but the success of the department depends upon regular and effective liaison and communication with the Prep School SENCo.

Duties and Responsibilities

Strategic Leadership

- Chair the whole-school Academic Inclusion Committee
- Stay updated on national initiatives and integrate best practices into school policies.
- Contribute to whole-school self-evaluation and strategic planning, embedding SEN and inclusion priorities.
- Monitor, evaluate, and optimize the use of funding and resources to support pupil needs effectively.
- Collaborate with SLT and governors to uphold legal responsibilities and implement reasonable adjustments.
- Act as a critical friend, providing professional challenge and ensuring accountability for inclusive education.

Leadership & Management

- Serve as a role model, inspiring staff and pupils in inclusive practices.
- Lead and promote a school-wide culture of inclusion and support for SEN and disability.
- Identify staff training needs and implement strategies to address them.
- Deliver inclusion-related INSET and guide staff on policy and procedures.
- Oversee the Academic Support department at Senior school, ensuring strategic staffing and performance management.
- Collaborate with key school leaders to ensure a consistent and inclusive pupil experience.
- Present updates on inclusion to governors and SLT as required.
- Ensure compliance with SENDA, the Disability Act, and Equality Act 2010.

Operational Responsibilities

- Guide staff in best practices for inclusive teaching and pupil support.
- Plan and oversee assessment, teaching, and interventions for pupils with diverse needs.
- Maintain clear, effective communication with staff, parents, and external agencies.
- Ensure accurate SEND records and oversee provision quality assurance.
- Manage the identification and support processes for pupils with additional needs.
- Lead and support the Academic Support team, ensuring effective provision and development.

Inclusion & Pupil Support

- Coordinate and monitor inclusive provision, including EHCPs and transition processes.
- Work with pastoral and curriculum teams to ensure holistic pupil support.
- Promote full inclusion in curriculum, extracurricular activities, and school life.
- Develop and implement effective teaching and assessment strategies to support diverse learning needs.
- Research and share best practices to enhance adaptive teaching and inclusive learning.
- Prepare pupils for future education, employment, and training.

Other Responsibilities

- Contribute actively to the school community and uphold its values.
- Support safeguarding and pupil well-being.
- Represent the school professionally within the wider community.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Good degree-level qualification or similar 	<ul style="list-style-type: none"> • Further qualifications in Special Educational Needs and Disabilities • Qualified to assess pupils' need for exam Access Arrangements
Skills and Experience	<ul style="list-style-type: none"> • Sound understanding of the SEND Code of Practice • Strong understanding of inclusive teaching practices and the ability to promote these across the school • Excellent leadership and management skills, with the ability to inspire and motivate staff • Strong planning skills to plan for effective assessment, teaching and support of pupils with the range of needs • Proficiency in maintaining accurate and informative SEND records and analysing data • Excellent communication skills, both written and verbal, with the ability to engage effectively with all stakeholders 	<ul style="list-style-type: none"> • Significant experience working in a SENCo role or similar leadership position
Personal Qualities	<ul style="list-style-type: none"> • A positive role model with a commitment to inclusive education and the well-being of all pupils • Ability to work collaboratively with senior leadership, governors, and external agencies • High level of professional conduct and the ability to maintain discretion and confidentiality • Commitment to continuous professional development and staying informed about current research and best practices in SEND • Commitment to safeguarding and promoting the welfare of all pupils 	

Method of Application

Please email a letter of application, together with the completed Application Form to:

The Headmaster, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at headmaster@kimboltonschool.com

The closing date for applications is: 9:00 am Friday 21st March 2025

Interviews are expected to take place week commencing Monday 24th March 2025

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service.

All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training. A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies