



QUEEN'S GATE
SCHOOL

APPLICANT INFORMATION

Head of Learning Support & Inclusion (SENCO)

COMMENCING JANUARY 2027

125-126, 131-133 QUEEN'S GATE
SOUTH KENSINGTON
LONDON
SW7 5LE

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QUEEN'S GATE SCHOOL TRUST LTD
REGISTERED CHARITY NO. 312724





WELCOME FROM THE PRINCIPAL



Welcome to Queen's Gate School, and thank you for taking the time to review our application pack.

Queen's Gate is a happy, bustling GSA school for girls aged 4-18. Located in South Kensington, London, we are ideally placed to take advantage of the many educational opportunities on offer nearby. We are a close-knit community of around 500 pupils, and are proud of our light-hearted atmosphere, where we promote individuality, authenticity and creativity. Our intake is broad, and we pride ourselves on valuing each girl for her own gifts and talents. Our pupils leave us to a range of higher education institutions across the UK and abroad, and the breadth of their chosen degree courses speaks to our success in fostering our pupils' interests across the academic spectrum and beyond.

We encourage all our girls to be bold in their dreams and to seek to exceed their potential. We are firm in our belief that to do so, our girls must feel happy and secure, and so as a School we aim to

provide a warm, supportive environment in which our girls can grow, explore and aspire.

Likewise, we are committed to offering a workplace where our staff can develop their skills and advance in their careers. We have a generous CPD budget, and encourage networking with colleagues at other GSA schools. A number of our staff serve as governors for other schools, which we are also pleased to facilitate.

We hope the information supplied in this pack will leave you keen to come and be part of all that makes us such a special place. We are a school where our hard work is underpinned by good cheer and genuine camaraderie, and we would be delighted to receive your application to join us.

With warmest wishes,

Lydia Kyle
Principal



ABOUT US

Queen's Gate is located on Queen's Gate itself, inhabiting five of the iconic Victorian terraces: three are mostly used by the Senior School, while the remaining two are given over to the Junior School; however, there are many shared spaces and a constant flow of pupils and staff between the two buildings. Although we do not have much outside space of our own, we are spoilt by what the local area offers. Girls make regular visits to the nearby museums and Hyde Park, while sport takes place at a range of nearby leisure facilities, including the River Thames for rowing.

We are relatively diverse in the nationalities represented in our pupil and staff body, and are proud of the way this enriches the experience of all those within our community. Our standard entry points are 4+, 7+, 11+ and 16+. We follow a broadly English curriculum, culminating in GCSE and A Level examinations. Our pupils leave us for universities across the UK, including Oxbridge and other Russell Group institutions, as well as looking further afield; we have alumnae studying in Canada and the US, including at a number of Ivy League colleges.

Queen's Gate was founded in 1891, and today we educate around 500 girls: 130 in the Junior School, and 370 in the Senior School, including around 70 in the Sixth Form.





ABOUT US (continued)

Queen's Gate's stated aims are to create a secure, happy, yet stimulating environment in which each girl can realise her academic and personal potential.

Our intake is relatively broad, and we are exceptionally proud of the results our girls achieve; in 2022, we were fourth in the country for value-added scores. We have pupils performing at the highest levels in Music, Drama and Sport. Currently, we have girls competing internationally in Fencing, Volleyball and Athletics, another playing in the National Youth Orchestra, and one in the National Youth Theatre. We have an extensive programme of enrichment activities, as well as a plethora of trips to destinations in the UK and abroad.

Our ethos is one of celebrating each girl as an individual, and allowing her to explore her own interests and gifts. We facilitate this through our

extensive academic curriculum (we offer 28 subjects at A Level) and a higher-than-normal amount of choice at GCSE. Scholarships are awarded for academic merit but also to those demonstrating exceptional talent in, and dedication to, Sport, Music, Drama and Art. The School is committed to widening access, and offers a number of means-tested bursaries.

We place great emphasis on the importance of pupils' happiness and wellbeing, which we support through outstanding pastoral care, our extensive co-curricular programme and an open determination to inject fun wherever possible.

Our girls have no uniform, and our dress code allows them enormous scope to explore their own sense of style and to come to school feeling comfortable and confident in what they are wearing. Girls have many opportunities to provide feedback or present their own ideas, particularly in terms of charity events, which are a regular feature.

The Senior Management Team currently comprises the following staff members:

- Principal
- Vice Principal
- Bursar
- Director of the Junior School
- Director of Studies x2
- Director of Pastoral Care
- Director of Sixth Form

The Junior School has an additional leadership team, which currently comprises the following staff members:

- Director of Junior School
- Asst Director of Junior School (Operations)
- Asst Director of Junior School (Pastoral Care)
- Asst Director of Junior School (Teaching and Learning)

Our Board of Governors maintain regular contact and incorporate professionals from a range of fields. We are also fortunate to benefit from a strong and supportive PTA.



THE ROLE



We wish to appoint from January 2027 an energetic, well-qualified Head of Learning Support & Inclusion (SENCO). Queen's Gate is a selective school, but broadly so, and we are proud of the diversity within our pupil body, which includes girls with a range of SEND and neurodiversity. We are known for our academically aspirational atmosphere, in which each girl is supported to meet and hopefully exceed her individual potential. Our examination results at GCSE and A Level are impressive, with strong value-added scores, and almost all our girls leave us to pursue university-level study. Recent destinations have included Oxbridge and Russell Group institutions, as well as a range of colleges in the US and Canada. A school that prides itself on its creativity and originality, we consistently send girls to some of the top art and design courses available.

This role will involve a range of duties as outlined below, although the precise job description will be agreed with the successful candidate:

- Provide overall direction for the School's Learning Support programme
- Provide guidance and support for teaching staff in the Junior and Senior Schools for girls who have been identified with SEND, and advise the SMT on relevant trends and developments
- Ensure appropriate records ('Learning Passports') are compiled, disseminated and maintained for these girls
- Monitor the implementation and efficacy of SEND interventions
- Monitor across both Junior and Senior Schools the delivery of quality-first teaching and fulfilment of statutory responsibilities to pupils with SEND
- Serve as the SENCO
- Manage all exam access arrangements, including for our admissions processes, and ensure all required paperwork is completed correctly and in good time
- Liaise with relevant external agencies/individuals, e.g. educational psychologists
- Lead and line manage other staff within the department, including conducting appraisal
- Teach and support pupils on a one-to-one basis or in small groups, and provide in-class support where necessary
- Liaise with staff to identify pupils requiring support from the department
- Liaise with parents of pupils requiring support from the department
- Attend staff meetings and contribute to discussions regarding relevant pupils
- Manage the overall SEND Policy, which includes sections on EAL and the pastoral care of these pupils

This vacancy, which arises due to the current postholder's appointment to a trust-wide inclusion post, is for a full-time role. The SEND Team currently comprises the SENCO, an EAL specialist, SEND Assistant (HLTA) and a Teaching Assistant.



THE PERSON



Experience	Essential	Desirable	Method of Assessment
Experience of teaching SEND pupils successfully from KS3 to KS5	●		Application Interview References
Experience of teaching at primary age		●	Application Interview References
Experience of managing access arrangements for public examinations (GCSE/A Level)	●		Application Interview References
Experience of working as a Form Tutor or similar pastoral role in a School or College		●	Application Interview References
Experience of observing and assessing others' teaching practice in relation to meeting the needs of SEND pupils	●		Application Interview References

Basic Skills, Characteristics & Competencies	Essential	Desirable	Method of Assessment
Excellent subject knowledge and passion for subject	●		Interview Teaching lesson
Knowledge of current educational practice	●		Interview
Excellent communication skills	●		Interview Teaching lesson
Advanced research skills		●	Interview Interview task
Awareness of Health and Safety procedures in a School	●		Interview Teaching lesson
A willingness to undertake appropriate training to develop teaching skills and subject knowledge	●		Interview
Behaviour management skills	●		Interview Teaching lesson
Learning enhancement skills	●		Interview Teaching lesson
Awareness and understanding of safeguarding and welfare of children, including the ability to form and maintain appropriate relationships and personal boundaries with children and young people	●		Interview References
Awareness of GDPR and understanding of its application in School life	●		Interview
Knowledge of SEND issues and pressures relevant to a central London girls' day school		●	Covering letter Interview

THE PERSON (continued)

Qualifications	Essential	Desirable	Method of Assessment
A good honours degree (any subject considered)	•		Appropriate original certificates
A teaching qualification	•		Appropriate original certificates
Higher degrees		•	Appropriate original certificates
Relevant SENCO qualifications, including Level 7 Assessment Qualification or Assessment Practising Certificate (or equivalent)		•	Appropriate original certificates
Membership of professional body relevant to subject		•	Appropriate original certificates



Personal Qualities	Essential	Desirable	Method of Assessment
Sense of humour	•		Interview References
Enthusiasm and energy	•		Interview References
Self-motivation	•		Interview References
Commitment	•		Interview References
Patience and diplomacy	•		Interview References
Flexibility and resilience	•		Interview References
Excellent organisational skills	•		Interview References
Ability to seek and take advice	•		Interview References



APPLICATION PROCESS

Queen's Gate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask shortlisted applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the Disclosure and Barring Service ("DBS") filtering rules) in order to assess their suitability to work with children.

The School may carry out online searches on shortlisted applicants, for which all such applicants will be required to provide details of their online profile, including social media accounts, as part of their application. Prior to employment commencing, successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Successful applicants will also be required to produce evidence of qualifications, identity, and the right to work in the UK. Two references will be taken up, one of which will be with the most recent employer. They will also be required to complete our Health Questionnaire.

All those working at Queen's Gate share in our responsibility to safeguard and promote the welfare of the children and young people in our care. This will include completing regular training and maintaining a good awareness of key policies and procedures relating to our safeguarding duties. Where a role has specific or additional responsibilities in relation to safeguarding, this will be detailed within the job description.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form. This can be found at the end of our application form. The form will be separated from your application on receipt. The information on this form will be used for equality monitoring purposes only and will play no part in the recruitment process.

Queen's Gate School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. We welcome applications from all sections of the community.

To apply for this role, please complete our application form which can be found on our website: **www.queensgate.org.uk/about-us/employment-opportunities**

Please return a completed application form, along with a covering letter to the Principal, to **recruitment@queensgate.org.uk**

The closing date for applications is **Thursday, 24th September**, and the first round of interviews will be held the following week.





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