

Our Ref: WCU/KQ

Private and confidential

Mrs F Toms
24 Titchfield Gardens
Paignton
Devon
TQ3 3NT

20th March 2026

Dear Fran,

Conditional offer – post of Headteacher (with SENDCo responsibility).

Thank you for attending your interview on 20th March, it was great to meet you.

I am pleased to confirm in writing the details of our conditional offer of appointment:

Job title: Headteacher (with SENDCo responsibility)
Location: Kenton Primary School
Hours: Full time
Contract type: Permanent
Pay scale: Leadership scale L6-11 (£58,569 - £66,368)
FTE salary: £58,569pa
Actual salary: £58,569pa

This offer is conditional on the satisfactory completion of the following pre-employment checks:

- Proof of identity and eligibility to work in the UK
- The receipt of at least 2 references which are satisfactory to our Trust. One reference must be from your current employer. If you have previously worked in the Education sector one reference must be from your last role in the Education, (if not currently working with children).
- Our Occupational Health Advisor (Medigold), confirming your medical fitness for the role.
- A clear/satisfactory Enhanced Disclosure and Barring Service (DBS) check
- A clear check of the Children's Barred List.
- A check of original copies of the qualifications detailed as essential on the job description for the role you have been offered.
- Written confirmation from you of your commitment to complete the NPQ for SENDCos within 3 years of appointment.
- Satisfactory checks for disqualification under the Childcare Act 2006 where appropriate;
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7th May 1999);

- A check that you are not subject to a prohibition order issued by the Secretary of State and/or any European Economic Area;

Please note that you will not be able to commence employment with us until we have completed the checks detailed above.

You will automatically become a member of the Teachers' Pension (TP) scheme unless you have already received confirmation from TP that you have elected to opt out of their scheme. Contributions will be deducted from your monthly pay. The scheme is 'contracted out' for National Insurance purposes. Please follow this link to access the 'members guide' to gain more information: <http://www.teacherspensions.co.uk/members/members1.htm>

Next steps

As discussed, we are working towards a start date of 1st September 2026. As soon as your pre-employment checks have been completed, we will write to you to confirm this and to issue your Statement of Particulars of Employment.

We very much look forward to you joining our team. To accept this conditional offer of employment under the terms and conditions outlined in this letter please sign the second copy of this letter, retain a copy for your file and return a copy to us at Ivy Education Trust for the attention of Georgina Hodkinson, our Trust People Manager, by Monday 27th March 2026.

Wayne in our People Team will keep in touch with you during the onboarding process. I look forward to welcoming to our Trust. If you have any further questions about the role at this time, please do give me a call on 01626 870317 Option 6.

Yours sincerely



Katy Quinn
Chief Executive Officer

Francesca Toms

I accept this conditional offer of the position of Headteacher (with SENDCo responsibility)

Signed:

Date: