



Your Journey with UKAT

Unique People, Shared Vision

Assistant Principal Chatham Grammar



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WELCOME TO UKAT



The University of Kent Academies Trust (UKAT) is an established multi academy trust (MAT) that has two secondary academies, Chatham Grammar and Brompton Academy. Chatham Grammar is a selective year 11 – 19 girls academy and Brompton Academy is a year 11 - 19 mixed comprehensive. In addition to the two secondary schools, UKAT offers a unique educational provision called the UKAT Sixth Form which is shared across the two academies.

The Trust works creatively and collaboratively across all learning platforms, driving a distinct culture and ethos that encourages growth and performance in a dynamic and equitable way for all students and the wider community.

UKAT offers all students a unique educational experience where students feel inspired, enthused, encouraged, supported and nurtured to reach above and beyond their learning milestones.

We are ambitious and courageous, as we want young people to aspire to reach their goals and aspirations beyond any limitations they might perceive to exist

WHO ARE WE



UKAT's journey so far

2017	UKAT established, building on the strong foundations of our partnership with the University of Kent
2018-2023	Growth across our schools, embedding high standards and inclusive practice
February 2024	Allan Osborne joins UKAT as Chief Executive Officer, bringing renewed vision and leadership
November 2024	All UKAT academies are graded as Good schools by Ofsted, recognising high quality of education.
September 2025	UKAT 30, our refreshed Vision and Values framework is launched, setting the course for the next decade.
Future	Continued growth and innovation, strengthening our inclusive, high-quality education offer across all schools.

UKAT's values & Mission

 Working Together	 Outward Facing	 True to Ourselves	 Being Reflective
 Everyone Counts	 Going the Extra mile	 Visionary Thinking	



UKAT enriches its communities through an empowering, inclusive, and inspirational educational vision.

WHY JOIN UKAT?



Emma Mundy
Deputy Subject Leader

I enjoy the fact that the trust is relatively small in number of schools, and I enjoy that the working relationship with Brompton Academy is mutually beneficial. I also like the link to the University of Kent, with it being able to provide opportunities for students in gaining higher education experience.

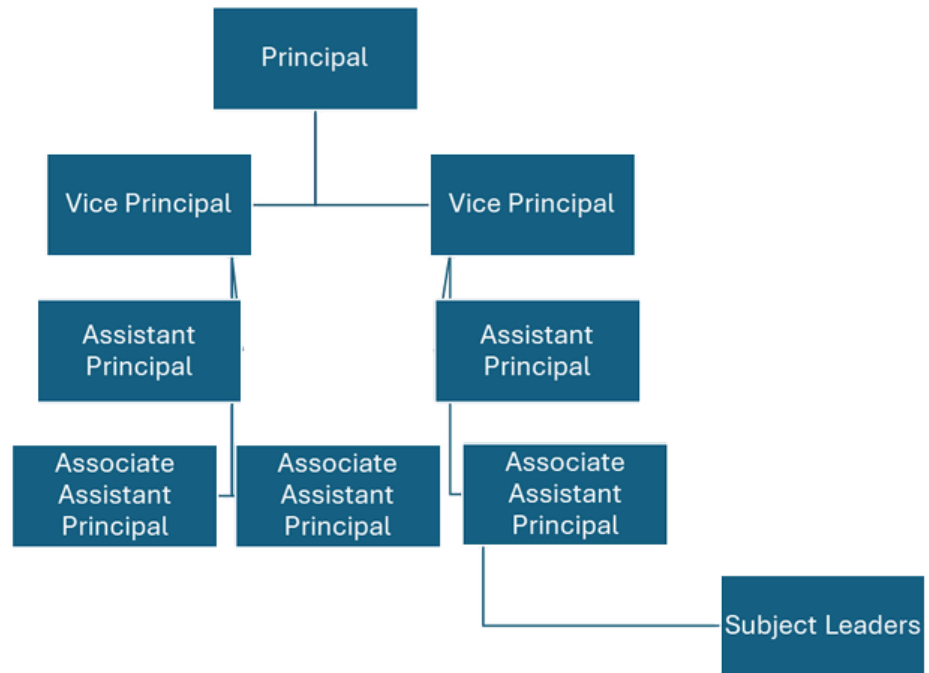
I appreciate the challenges that come with my role at UKAT, as they push me to grow professionally and develop new skills. I enjoy problem-solving and finding effective solutions, which keeps my work engaging and rewarding.



Penny Walshe
Head of People

LIFE AT UKAT

Chatham Grammar Strategic Leadership Team



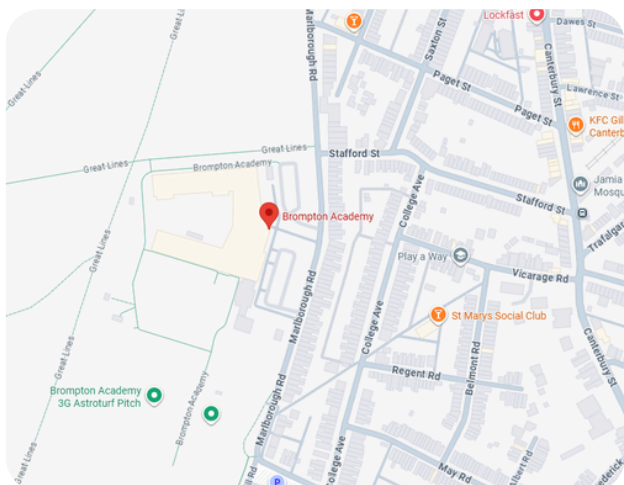
OUR COMMUNITY



Brompton Academy

At Brompton Academy, we are proud to be a highly oversubscribed secondary school at the heart of the Medway community, dedicated to “Transforming Lives Through Learning.” Guided by our REACH values — Resilience, Equality, Aspiration, Community and Happiness.

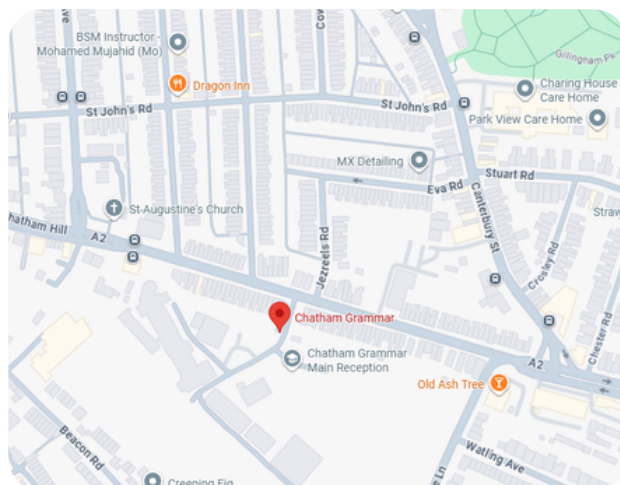
We foster a caring, supportive, and aspirational environment where students are encouraged to excel both academically and personally. With high expectations, a broad and balanced knowledge-rich curriculum, innovative use of technology, and an extensive careers and extra-curricular programme, we equip our students with the skills, confidence, and sense of belonging they need to thrive in today's world and succeed in tomorrow's.



Chatham Grammar

Chatham Grammar (CG) is a selective 11–19 girls' academy, with a mixed sixth form, sponsored by the University of Kent. From September 2026, CG will begin its transition to a fully co-educational academy by welcoming boys into Year 7.

Driven by Ambition, CG is committed to inspiring every student to achieve their potential. As part of UKAT, students benefit from unique opportunities with the University, including mentoring from student ambassadors, visits to campus, curriculum programmes, international links, and a wide range of enrichment experiences that support both academic and personal development.



YOUR ROLE IN OUR JOURNEY

Dear Candidate,

Welcome to Chatham Grammar, a school driven by ambition, founded on excellence, and committed to nurturing the talents and aspirations of every young person. We are proud to be a school that champions high academic standards, personal development, and a supportive, inclusive community. With a rich heritage and a forward-thinking ethos, Chatham Grammar is a place where all students are inspired and supported to achieve their full potential.

Thank you for your interest in the position of Assistant Principal – Inclusion. This is a significant and exciting opportunity to lead the strategic development of inclusion across the school, ensuring that every student, regardless of need or starting point, is fully supported to thrive academically, socially, emotionally, and personally.

This role offers a unique opportunity to shape and embed an outstanding inclusive provision across the academy, including SEND, safeguarding, attendance, behaviour support, and targeted intervention strategies. As a key leader within the school, you will play a central role in removing barriers to learning, promoting equity, and ensuring that all students, including those with EHCPs, LAC, EAL, and other vulnerable groups, are able to access a high-quality education and succeed.

You will lead on developing a highly effective and responsive pastoral and inclusion system, ensuring that safeguarding is robust, attendance is prioritised, and behaviour systems promote consistency, safety, and positive relationships. You will also work closely with staff to develop expertise in adaptive teaching and inclusive practice, enabling high-quality support within classrooms and through targeted interventions.

Chatham Grammar is entering an exciting phase of development as we move from a girls' grammar school with a mixed sixth form to a fully co-educational school in September 2026. Alongside this, the introduction of this role reflects our deep commitment to ensuring that inclusion, equity, and opportunity are at the heart of our vision for every learner.

We are seeking an outstanding leader with a strong track record in SEND and inclusion, who is committed to improving outcomes for disadvantaged and vulnerable students. You will have the vision, expertise, and determination to establish a centre of excellence for inclusion, while contributing to whole-school improvement through collaboration, leadership, and staff development.

Students at Chatham Grammar are proud to be part of our school and value the opportunities we provide, both within and beyond the classroom. You will join a dedicated and collegiate leadership team, united by a shared ambition to deliver exceptional outcomes and life chances for all students.

This role offers the opportunity to make a profound and lasting difference to the lives of young people and their families. If you are inspired by the opportunity to lead, innovate, and shape outstanding inclusive practice in a forward-thinking school, we would be delighted to hear from you.

Yours Faithfully,

Wendy Walters
Principal

REWARDS AND BENEFITS

At UKAT, we believe our people are our greatest strength. That's why we are committed to recognising, rewarding, and supporting every new colleague both in their professional journey and personal wellbeing.

When you join UKAT, you can expect

 Financial Wellbeing	 Health & Wellbeing Support	 Career Development & Progression	 Lifestyle & Work Environment
Generous Employer Pension Contributions	Benenden Health Care	Directed time for CPD	Modern & Well Equipped Buildings
Competitive Salaries	Free counselling & wellbeing support	Dedicated staff development days	Relocation package
Free Retirement Planning	Specsavers Eye Care	Funding available for individual training plans	Apple Technology & Equipment
Interest free staff loan scheme	Cycle to work scheme	Leadership development programmes	Free Parking
Interest free travel loans	On-site gym access	Apprenticeships at every level	On-Site Electric Car charging
Discounted bus travel in Medway area	Physical Health Wellbeing guidance	Coaching & Mentoring	Discounted rates for on-site charging
Employee referral scheme	Employee Thrive Day	Individual Career Growth Plans	Excellent public transport links

JOB DESCRIPTION

Assistant Principal

Responsible to: Vice Principal

Responsible for: Range of inclusions support staff and subject leaders, as determined by the Principal on an annual basis.

Scale: UKAT Leadership points 6 – 11 (£65,766 - £76,241)

Purpose and Vision

At the heart of our academy's commitment to inclusion, we strive to create a nurturing and high-achieving environment where every student, regardless of their background or needs, can thrive. Through strategic leadership in SEN and inclusion, we aim to close achievement gaps and provide high-quality pastoral care, behaviour support, and targeted interventions.

By ensuring that statutory requirements are met, safeguarding procedures are robust, and staff are well-supported, we empower our most vulnerable students, including those with EHCPs, LACs, and EAL learners, to achieve both academic success and personal well-being. Working collaboratively across UKAT, we drive forward a culture of inclusivity, equity, and excellence, ensuring that every student can reach their full potential.

Key responsibilities

- Develop, implement, and monitor policies related to Behaviour, Attendance, Pastoral Care, Safeguarding, Inclusion, and Student Wellbeing, ensuring they align with statutory requirements and best practices.
- Monitor and evaluate the effectiveness of care, guidance, and support strategies for all students, with a focus on improving attendance, behaviour, pastoral care, and student wellbeing.
- Act as the Lead DSL (Designated Safeguarding Lead) for the academy, ensuring all safeguarding procedures, record-keeping, and training are robust and compliant with legal requirements. This includes presenting the annual safeguarding report to the Trust Board and Local Authority.
- Lead on pastoral care, behaviour, and discipline, developing and implementing appropriate strategies to promote positive student conduct and engagement.
- Work with Subject Leaders, teaching staff, and support teams to:
 - Ensure inclusive and differentiated teaching practices that support students with additional needs, including those with behavioural, social, or emotional challenges.
 - Implement the ReferNow system to effectively manage student, staff, and parent/carer concerns related to behaviour, attendance, and wellbeing.
 - Develop and oversee alternative curriculum provisions tailored to students' individual needs.
 - Organise and analyse audits of need to inform strategic planning for student support and inclusion.

JOB DESCRIPTION

- Oversee literacy, numeracy, and intervention programs that support students with a range of learning and social-emotional needs, working closely with specialist staff.
- Build strong relationships with the Academy and UKAT Inclusion team, ensuring a joined-up approach to student personal development and wellbeing.
- Develop support networks and online resources for parents and carers to help them navigate issues related to behaviour, attendance, pastoral care, and safeguarding.
- Lead fortnightly multi-agency meetings focused on the most vulnerable students, ensuring early intervention and targeted support.
- Work closely with internal staff and external agencies to ensure appropriate support plans (e.g., Individual Behaviour Plans, Pastoral Support Plans, PEPs) are in place.
- Ensure that transition plans are developed and implemented for students, particularly those with additional needs, in collaboration with the Local Authority and careers services.
- Maintain and update student records on the MIS system, ensuring staff have access to key information for planning and support.
- Work with the UKAT Trust governor responsible for Inclusion, advising on statutory responsibilities related to behaviour, attendance, safeguarding, and pastoral care.
- Liaise with external providers and LA officers to ensure high-quality provision for vulnerable students, including those with SEND, behaviour needs, or attendance concerns.
- Contribute to the UKAT and Academy Improvement Plan and SEF in areas related to Behaviour, Attendance, Pastoral Care, Safeguarding, and Student Wellbeing.
- Ensure statutory compliance with all aspects of safeguarding, including timely completion of PCARs (Personalised Centred Annual Reviews) for students with EHCPs, working with the SENCO as required.
- Line manage and performance manage the Inclusion team, including pastoral and behaviour support staff, ensuring high-quality provision for students.
- Prepare and present reports for Trustee Board meetings on behaviour, attendance, safeguarding, and student wellbeing.
- Provide reports for the Trustee student discipline panels where required.
- Ensure compliance with exam access arrangements and dispensations, liaising with the academy Exams Officer and SENCO as needed.
- Build and maintain strong partnerships with external agencies, charities, and support organisations to enhance student wellbeing, behaviour, and attendance strategies.
- Ensure that the academy meets all Ofsted expectations relating to Safeguarding, Behaviour, Attendance, Inclusion, and Student Wellbeing.

JOB DESCRIPTION

- Monitor and evaluate the impact of inclusion strategies, liaising with external evaluators and reporting findings to SLT, Trustees, Ofsted, RSC, DfE, and other statutory bodies.
- Oversee transition processes for new students, ensuring their needs are identified and appropriate support is in place from day one.
- Manage the Inclusion and Pastoral budgets, ensuring best value for student support and interventions, and seeking additional funding where appropriate.
- Oversee the work of therapists and external specialists, ensuring impact assessments and reviews are conducted effectively.
- Monitor teaching and learning practices to ensure that the needs of students with behavioural, social, emotional, attendance, EAL, AEN (Additional Educational Needs), and Gifted and Talented needs are met.
- Analyse assessment data to identify patterns of underachievement and develop targeted interventions to support student progress.
- Coordinate service delivery with external agencies, including statutory services, voluntary organisations, and support partners, to provide holistic student support.
- Develop and deliver staff training on behaviour management, safeguarding, attendance, and inclusion strategies to improve student outcomes.
- Attend professional supervision and engage in ongoing professional development related to safeguarding, behaviour, and pastoral leadership.
- Stay up to date with local and national developments in education, safeguarding, mental health, and student welfare to ensure the academy remains at the forefront of best practice.
- Drive innovation through research and evaluation, implementing new strategies that improve behaviour, attendance, and student wellbeing.
- Ensure compliance with Health & Safety regulations, promoting a safe and supportive environment for students and staff.
- Engage in whole-staff performance management processes, contributing to the professional development and effectiveness of the academy team.
- Uphold professional and staff codes of conduct, setting high standards for behaviour, integrity, and commitment to student welfare.
- Comply with all safeguarding responsibilities, ensuring the protection and welfare of children and young people is a top priority.
- Perform any other duties as reasonably requested by the Trust Leadership Team to support the academy's vision and mission.

WHAT ARE WE LOOKING FOR?

Assistant Principal – Person Specification

Please note it is not essential for candidates to have all the experience, skills and qualifications listed in this person specification, this should not prevent prospective candidates from applying for the post. However, candidates will be able to demonstrate their abilities against the Person Specification through the application, assessment, interview, and reference process

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree and Qualified Teacher Status (QTS) • Designated Safeguarding Lead (DSL) qualification (<i>or willingness to obtain</i>) • Evidence of ongoing professional development 	<ul style="list-style-type: none"> • National SENCO Award • DCPC (Designated Child Protection Certificate) • Mental Health First Aid or similar • Additional safeguarding training (e.g. Prevent, FGM)
Experience	<ul style="list-style-type: none"> • Proven strategic leadership driving school improvement • Track record of raising student attainment • Experience leading teaching, learning, and behaviour strategies • Ability to lead, motivate, and develop staff • Use of data to inform school improvement • Experience working with Governors • Project management and delivery of initiatives • Budget and resource management 	<ul style="list-style-type: none"> • Experience securing external funding • Leading projects beyond own school • Contribution to wider education sector • Experience in Academy/Trust settings • Working with sponsors or external partners • Public speaking beyond school context
Skills, Abilities & Knowledge	<ul style="list-style-type: none"> • Strong strategic leadership and change management • Knowledge of Ofsted, SEF, and Academies agenda • Excellent communication and interpersonal skills • High-level ICT and data analysis skills • Commitment to inclusion and safeguarding • Ability to support staff performance and wellbeing • Resilient, adaptable, and collaborative 	<ul style="list-style-type: none"> • Ability to navigate political contexts • Experience in commercial or income-generating initiatives • Advanced stakeholder engagement and negotiation skills

HOW TO APPLY



At UKAT, we are committed to a fair and transparent recruitment process.

If you are interested in joining our team, please follow the steps below to apply.

APPLICATION PROCESS

- All applicants must complete an official UKAT application form – we are unable to accept CVs as part of our recruitment process.
- Applications should be submitted via the UKAT My New Term Portal. Please visit the portal at <https://mynewterm.com/trust/The-University-of-Kent-Academies-Trust/136107>
- Ensure you carefully read the job description and person specification before completing your application.

ADDITIONAL OPPORTUNITIES

We understand that choosing the right role is an important decision. That's why we offer additional ways to get to know us:

- Experience Days – Spend time in our schools to see what it's like to work at UKAT.
- Join Our Unique Futures Network– If you're interested in working with us but can't see a suitable vacancy right now, you can register your interest for future opportunities via the Talent Pool in My New Term.

For further details or to ask any questions, please contact recruitment@ukat.org – we look forward to hearing from you!

