



King's Reach – Candidate Information Pack

Welcome from the Head Teacher

After joining King's Reach in 2019, I have thoroughly enjoyed my journey with the charity. I was part of the team that registered the school in 2022, became Deputy Head when we opened, and in 2023 I was honoured to step into the role of Head Teacher.

As Head Teacher, I am proud to lead a dedicated community committed to nurturing the potential of every young person who joins us. At King's Reach, we recognise that success looks different for every learner, and we are passionate about helping each student discover their strengths, overcome challenges, and grow in confidence.

Our school is founded on strong Christian values, promoting mutual respect, resilience, and a belief that learning can transform lives. We provide a safe, inclusive, and inspiring environment where students are supported to aim high, think independently, and develop the skills needed for a successful future, both in school and beyond.

We work closely with families, carers, and professionals to ensure that every student receives personalised support. Whether a young person is with us for a short period or a longer journey, they become part of a community that truly cares about their wellbeing and progress.

Paul Kirrage
Head Teacher, King's Reach Education



About King's Reach

King's Reach is a unique community, an authentic family where we remove limits and barriers to learning. Our approach is rooted in trauma-informed practice, and through unconditional, child-centred relationships, we seek to understand each young person's story and unlock their aspirations, passions, and innate potential.



We nurture every student with humility, warmth, love, and integrity. Our aim is always to inspire belief: that our young people *can* achieve, grow, and reach their full potential, regardless of background or starting point.

Why and What we do

At King's Reach, we support young people whose needs are often too complex for other agencies to meet. Many of those we work with have experienced multiple placement breakdowns and face significant challenges that have left them without consistent support elsewhere.

We believe that every young person, regardless of their past, deserves the opportunity to heal, grow, and rediscover their sense of self. That's why our approach centres on giving young people the time they need, time to be heard, to rebuild trust and confidence, and to develop the skills and resilience that will carry them forward in life.

Our unique Future Me programme sits at the heart of everything we do. It's a journey of personal growth that equips young people with practical tools, emotional resilience, and a strong sense of identity, empowering them to step into independence, free from the barriers of their past.

We focus on building trust, responding to each young person's unique needs, and developing thoughtful, tailored plans that support their growth. Our aim is to guide them to a place where they can take ownership of their lives and embrace responsibility for their future.

By opening doors to meaningful opportunities, whether in employment, further education, or personal development, we aim to help each young person step forward with confidence. Our goal is to support them in building a future they believe in, shaped by hope, purpose, and the strength they've discovered within themselves.



History of King's Reach

2006: King's Reach was founded as a Pupil Referral Unit and mentoring service for young people without access to education.

2022: The school registered as an independent special school with Ofsted.

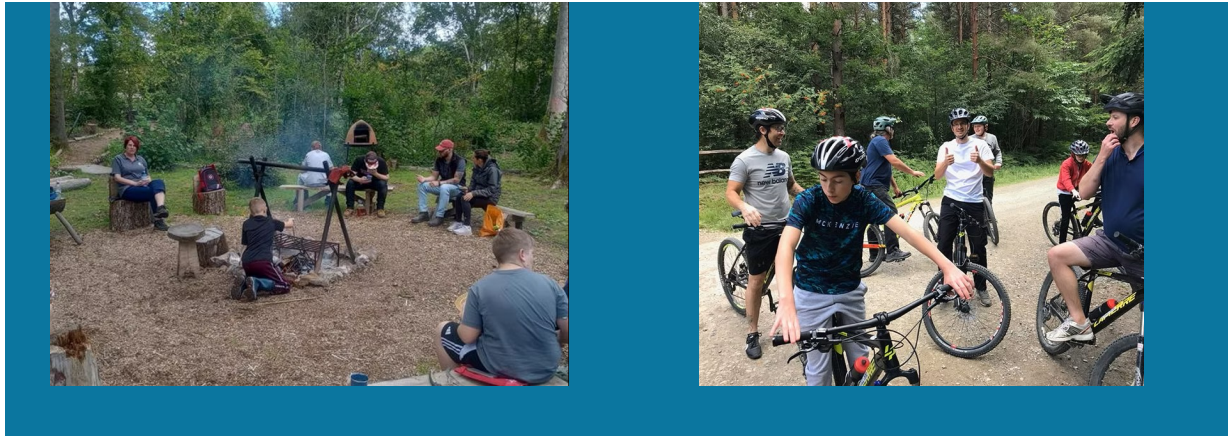
2023: We achieved a 'Good' Ofsted rating with outstanding features from Ofsted.

2024: We launched Reach Out, a mentoring service providing support to young people without an education placement. Also we launched our outdoor learning curriculum offering forest school and other woodlands qualifications.

2025: The King's Reach Trade Centre opened, offering trade-based work experience opportunities.

Today: King's Reach operates as a specialist, all-boys, independent special school for students aged 11 to 25. Our facilities include:

- A broad curriculum (Maths, English, Science, Geography, History, Art, Music, PSHE, PE, Enrichment, catering, AQA Awards, functional skills and GCSE options)
- A life skills and personal development programme
- An on-site counselling and therapy team
- Over 9 acres of woodland for our forest school/woodland activities
- 3 Stage construction pathway offering workshop skills, academy learning and live workexperience opportunities.
- One-to-one coaching, one-to-one tutoring, and dedicated group tutoring teams



'Future Me' Programme

Future Me is unique to King's Reach, developed over many years of working alongside young people. It sits at the heart of everything we do, helping young people build the essential life skills they need to thrive, both now and in the future.

The programme is designed around 16 key goals covering social, emotional, and practical skills that support independence, confidence, and personal growth. Each young person works with their one-to-one coach to choose three focus areas, which are reviewed every two weeks during their Team Around the Child meeting. This allows us to track progress, celebrate successes, and identify where extra support is needed.

We support students to develop the skills, confidence, and aspirations needed for adulthood and employment. This programme helps learners identify strengths, build independence, and prepare for meaningful, future pathways.

What We're Looking For

At King's Reach, our strength lies in the people who choose to be part of our community. We offer students what many others cannot, and this is only possible because of the exceptional individuals who make up our team. To create meaningful change, we rely on people who bring something different, something deeply human, and something wholeheartedly committed.

The people who thrive with us are those who:

See this work as a vocation, not simply a job - they feel a genuine calling to support young people who need them the most.

Understand their importance within the wider team - recognising that every role, every contribution, and every person is essential to helping our students grow.



Show resilience and unwavering commitment - because our students depend on adults who won't give up on them.

Staff Benefits

We recognise the vital contribution staff make to our community. All employees have access to a comprehensive range of benefits, including:

- Working as part of a dedicated close team
- A thorough induction
- Weekly CPD sessions
- Opportunities to gain qualifications
- NEST pension scheme
- Established mentoring and coaching systems
- Wellbeing days
- Onsite meals and refreshments
- Access to Mental Health First Aiders
- Weekly team breakfast
- Employee Assistance Programme
- 24/7 virtual GP service
- Wellbeing app
- Discounted gym membership

Application Guidance - How to Apply

- Applications must be completed using the official King's Reach application form, submitted via recruitment@kingsreach.org.uk.
- CVs are not accepted. A brief covering letter is welcome but will not be used for shortlisting.
- Shortlisting is based solely on the content of your application form, so please ensure all relevant details are included.
- Please complete all sections of the application form using the job description and person specification as your guide.
- We value diversity in our workforce and fair treatment for all is vital to the quality of services to the public. Please see our [Equality and Diversity policy](#).
- Applicants will be contacted by email. We advise checking junk/spam folders after the closing date.

Employment History

As part of our safer recruitment process, we require:



- Full employment history
- Details of all work (including part-time, temporary, and voluntary roles)
- Please explain for any gaps in employment
- Chronological order of job roles (most recent first)

Continuing Professional Development

Please include key CPD undertaken in the last three years, especially any training that may be relevant to the role you are applying for.

Personal Statement Guidance

Successful candidates typically:

- Use the person specification and job description to demonstrate relevant skills and qualities
- Provide specific examples from professional practice
- Clearly link examples to the criteria listed in the person specification

Guidance on Providing Suitable Referees

King's Reach **requires**:

- Two satisfactory professional references
- One character reference

Key points:

- First referee → current or most recent employer
- School posts → reference from Headteacher
- If you have worked with children before → one reference must be from your most recent children's workforce employer
- Both references provided should be professional references: i.e. the referee is someone that you have worked for, and not a peer or a friend. Exceptions may be made if you have not yet been employed, or if you have had only one previous employer.
- Where possible both references should be from a senior manager who is able to comment meaningfully on your suitability for the post
- Personal email addresses cannot be accepted (e.g. Hotmail, gmail, outlook). References from personal accounts will only be accepted in exceptional circumstances.
- Open references ("To whom it may concern") are not accepted.

References are usually requested after shortlisting, unless you request otherwise.



Shortlisting & Interview Process

- Shortlisting is conducted by a panel using the application form only.
- Applicants will be notified whether they have been selected for interview.
- Any discrepancies or safeguarding concerns will be discussed at interview.
- An online search may be carried out as part of due diligence.
- If you are short listed for interview, you will be invited to attend a short phone or video call with a member of the Senior Leadership Team and a half-day face to face interview at the school.

Call with SLT

A phone or Microsoft Teams call will be conducted with you and a member of the Senior Leadership Team. This will be a casual conversation where you can understand more about the school and why we operate differently to other settings. We can understand more about who you are and why you have been drawn to working with King's Reach.

Interview Day

You will take part in a series of sessions that will include:

- A tour of the school site
- A question-based interview with the Headteacher and members of the Senior Leadership Team (SLT)
- Discussions about your experience, skills and suitability for the role
- Short practical tasks designed to assess your administrative, organisational and computer skills

Safeguarding, DBS, Documents and Certificates

This organisation is committed to safeguarding and promoting the welfare of children and young people. Please see our [Safeguarding and Child Protection Policy](#). We expect all staff, volunteers and visitors to share this commitment. The successful applicant will be required to undertake an enhanced DBS check, provide satisfactory references, and engage fully with ongoing safeguarding training and responsibilities in line with statutory guidance.

At interview, your suitability for the post will be explored including your motivation to work with children and young people through your administrative role and your understanding of appropriate boundaries.



We are required to verify that a potential employee is permitted to work within the UK and meets the required qualifications: therefore would you please bring to the interview with you for inspection:

- original passport/birth certificate or work permit/documentation demonstrating entitlement to work in the United Kingdom. For details of the documentation which demonstrates eligibility to work in the UK please refer to <https://www.gov.uk/government/publications/right-to-work-checklist>;
- proof of address for DBS application (bank statement, council tax or utility bill)
- birth certificate and any change of name documentation (marriage certificate, divorce decree, deed poll, adoption certificate)

Please note, copies of teaching certificates or any further professional qualifications will need to be provided at interview stage. In addition, teaching roles are subject to a check against the Teacher Service Register for any teaching prohibition or restriction orders.

All posts are subject to a satisfactory Disclosure and Barring Service Check, satisfactory pre-employment health clearance, receipt of three satisfactory references and verification of your entitlement to work within the UK.

Contact Us

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Website: kingsreach.org.uk

Phone: 01622 693737

Address: St Hilary's House, Reculver Walk, Maidstone, ME15 8SW



Job Description - SEN Administration Assistant

Job Title:	SEN Administration Assistant
Reports To:	Headteacher
Location:	King's Reach Education – Senacre Maidstone
Hours:	16 - 20 hours per week, worked across 3 to 5 days (Can be flexible)
Contract Type:	Part-Time 40 weeks per year Term time
Salary:	£10,800 - £13,500 per annum actual (FTE £27,000)

Job Purpose

The SEN Administrative Assistant will provide high-quality administrative support to the SEN Management Team, ensuring that statutory processes, student records, communication with parents and local authorities, and day-to-day administrative functions are managed efficiently and accurately.

The post holder will play a key role in supporting the effective delivery of Special Educational Needs (SEN) provision by maintaining systems, coordinating meetings and reviews, and ensuring that important actions are followed up within required timescales.

Key Responsibilities

Annual Reviews and Review Coordination

- Arrange and coordinate Annual Review meetings for students with Education, Health and Care Plans (EHCPs).
- Liaise with parents, carers, local authorities and relevant professionals to secure attendance.
- Issue invitations and supporting documentation within required timeframes.
- Schedule and coordinate termly review meetings.
- Maintain accurate records of meetings and attendance.



EHCP Administration

- Monitor Annual Review actions and outcomes.
- Follow up with Local Authorities regarding EHCP amendments, decisions and delayed responses.
- Escalate overdue actions to the SENCO where necessary.
- Maintain accurate records of correspondence and statutory deadlines.

Student Records and Documentation

- Manage student files and physical records.
- Ensure all required documents are present, correctly filed, and compliant with organisational requirements.
- File accident forms, reports and other student-related documentation.
- Support the maintenance of electronic and paper-based record systems.

Student Admissions and Onboarding

- Assist with the completion and organisation of onboarding documentation for new students.
- Ensure all required forms and records have been received and filed.
- Support the smooth transition of students into the provision.

Parent and Carer Communication

- Contact parents and carers regarding administrative matters.
- Support communication regarding reviews, documentation requests and consent forms.
- Respond professionally to routine enquiries and direct matters to the appropriate member of staff.

Health and Vaccination Administration

- Manage communications relating to vaccination programmes.
- Liaise with vaccination teams and parents/carers.
- Support families in completing vaccination consent forms as required.
- Maintain accurate records of correspondence and consent documentation.

Qualifications Administration

- Register learners with Open Awards and other awarding organisations where required.
- Enter students into assessments using online systems.
- Maintain accurate registration and assessment records.



- Support staff with qualification-related administration.

General Administrative Support

- Monitor and manage designated email inboxes.
- Filter and direct communications to the appropriate members of staff.
- Provide administrative support to the SENCO, Curriculum Lead and wider management team.
- Assist with preparing documents, reports, letters and meeting paperwork.
- Undertake other reasonable administrative duties as required.

What You'll Get:

- A role where your support genuinely changes young people's lives
- Ongoing training and professional development , this position can help you grow personally
- A caring, values-led team that supports and encourages one another
- A chance to be part of something bigger—giving young people time to heal, grow, and build a better future

Safeguarding

King's Reach Education is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo appropriate safeguarding checks, including an enhanced DBS check, and must share the organisation's commitment to safeguarding and promoting the welfare of children and young people.



Person Specification – SEN Administration Assistant

King's Reach focuses on employing the right people to help change and develop the lives of our students.

It is essential that our staff demonstrate the motives and mindsets that allow for constant growth – both for themselves and for the students they work with. We believe in “*We change first*”, creating the foundation for growth in the young people we serve.

With this in mind, the following attributes are essential for anyone working with some of the most vulnerable young people in Kent.

Essential and Desirable Attributes

Personal Attributes	Essential or Desirable
Highly motivated with a commitment to improving outcomes for young people	Essential
A person of integrity who demonstrates trust, professionalism, and consistency in all aspects of work.	Essential
Highly approachable, adaptable, resilient, and highly self-motivated. Able to work effectively both individually and as part of a team.	Essential
Values relationships, brings a sense of fun, and engages with humility and respect.	Essential
Positively endorses and role models the vision, values, and ethos of King's Reach.	Essential
Takes responsibility for own personal growth and professional learning.	Essential
Able to set personal and team goals in line with the school improvement plan, self-manage effectively, and remain accountable for conduct, performance, and outcomes.	Essential
Knowledge, Skills & Experience	Essential or Desirable
Previous experience in an administrative role	Essential
Excellent organisational skills and attention to detail.	Essential



Strong communication skills, able to work effectively with parents, carers, and external professionals.	Essential
Safeguarding knowledge and commitment to maintaining a safe and nurturing environment.	Essential
Ability to manage multiple tasks and deadlines	Essential
Strong record keeping and filing skills	Essential
Competent in Microsoft Office applications, including Outlook, word and excel	Essential
Ability to work independently and as part of a team	Essential
Experience of working with a school, college or alternative SEN environment	Desirable
Knowledge of EHCP processes and Annual reviews	Desirable
Experience of working with local authorities and external professionals	Desirable
Experience using educational management information systems, such as Arbor.	Desirable