DURHAM
INTERNATIONAL
SCHOOL

Candidate Brief for the Position of

SEN

Durham International School Kenya

To commence January 2027

Message from the Head of Prep, Durham International School Kenya

Thank you for your interest in joining Durham International School.

Durham is a young, ambitious and rapidly growing school, but what makes it particularly special is the warmth and sense of community that have been at its heart from the very beginning. We want every child to be known, valued and inspired to flourish - and we believe the same should be true of our staff.

A school's greatest strength is its people. At Durham, relationships matter. We want our children to experience the highest standards of teaching and learning, alongside the happiness, curiosity and sense of belonging that make childhood so special. Our talented and dedicated staff bring this to life every day, nurturing a love of learning and helping every child develop the 'Confidence for Life' to embrace new opportunities, challenge themselves and fulfil their potential.

Our MARK values - Moral Integrity, Ambition, Responsibility and Kindness - are central to the culture of our school. They are not simply values we teach our children; they shape how we work together as colleagues and the community we continue to build.

We are proud to be a Patron Accredited Member of the Council of British International Schools (COBIS). During our accreditation, COBIS commended the strong relationships across the school and the culture of kindness, support and reciprocity that is a cornerstone of life at Durham.

Our Prep School extends across two campuses in Nairobi. Our youngest learners, from Little Durham to Year 1, enjoy the welcoming, home-from-home environment of our Thigiri Campus, while Years 2 to 6 are based at our purpose-built Rosslyn Campus. Together, they provide a distinctive and nurturing primary education, laying strong foundations for children as they progress into Senior School and beyond.

As Durham International School continues to grow and develop, this is an exciting time to join us. We are ambitious for our school and equally ambitious for our staff. If you are passionate about children, excited by excellent teaching and learning, keen to contribute beyond the classroom and eager to play an active part in shaping the next chapter of our school, you will find much to inspire you at Durham. We are committed to supporting professional growth through opportunities to learn, collaborate, take on new responsibilities and develop as leaders.

In return, you will join a warm, supportive and forward-looking community where your contribution matters, your professional growth is valued and you have the opportunity to make your own MARK.

I very much look forward to receiving your application.

Andrea Brown

Message from the Principal of Durham Cathedral Schools Foundation, UK

Since 1414, in the historic city of Durham in the north of England, Durham School has been a prestigious seat of learning. Now established in Nairobi, Dubai and Doha, the vision of Durham International Schools is to deliver outstanding education to young people around the world. At the very heart of this initiative is the resolve to inspire young minds and to instil in students a 'Confidence for Life'. This stems from Durham School's long-standing tradition of academic, pastoral, sporting and cultural excellence.

The Durham International family of four schools spanning three continents has quickly established its global reputation of delivering an inspirational education and providing its teachers exciting and rewarding careers. Durham Kenya is the only British independent school brand currently in East Africa. The School collaborates closely with its sister schools and this extended community gives both students and teachers unique opportunities to participate in a range of network activities and events.

Now entering its 5th year of providing academic excellence to families in Nairobi, Durham Kenya has strongly established itself as a school where academic ability is fostered, creativity is valued, and diversity is celebrated. With The school is now on the cusp of significant expansion and change as it adds a second campus and takes on older children.

It is an exciting time in the growth of the school and we are seeking experienced and passionate educators to join our talented Durham Kenya team for the next stage of our journey.

Dr Michael Alderson

Durham International School

Durham International School is a highly successful, growing school with a committed and inspirational team of teaching professionals at its heart. The school delivers the UK National Curriculum, IGCSE and Sixth Form.

Since it opened in 2021, Durham International School has exceeded expectations. It has captured the imagination of families – local and international alike – who are seeking a high-quality UK school education that goes out of its way to create a family feel and an environment where young people are able to flourish. The School currently has over 50 nationalities enrolled.

The Durham connection is of vital importance. Most obviously, this is manifested in the centrality of the MARK values and 'Confidence for Life' aspiration, but the association runs much deeper. The UK school is a part of Durham International School's governance and there is frequent contact between the schools at all levels as well as regular quality assurance visits. The schools learn from each other, and this is an important way for Durham International School to stay abreast of educational and curriculum developments in the UK.

The recent bold and exciting next stage of the school's expansion was the opening of the new purpose-built school at the Rosslyn campus in September 2025 together with the launch of the Senior School.

The School's new purpose-built state of the art Rosslyn campus is outstanding and provides an ideal opportunity to support the school's ambition to be the best international school in Nairobi. It is well-situated to serve important residential and business communities (including embassies, the UN and major organisations) and is close to the Thigiri campus, which remains the home of the Pre-Prep School up to Year 1. It is on a substantial campus that makes possible a world-class approach to holistic education, with the flexibility to adapt to current and future pedagogical developments.

Our Mission

Our Mission is to provide a rounded education; one which inspires and nurtures a love of lifelong learning, an aspiration for achievement, respect for others, and 'Confidence for Life'.

Whilst academic life is at the heart of the school, we set out to provide a host of opportunities in sport, music and drama so that every student is given a chance to explore their potential.

Our Aims

Within a community shaped by MORAL INTEGRITY and KINDNESS, Durham International School aims to cultivate RESPONSIBILITY, respect and AMBITION to ensure that every student can thrive, be happy and make a positive MARK in the world.

The three pillars of a Durham International School which support this aim and shape the environment where students can learn and grow are:

Academic challenge: providing students a lifelong appetite for learning.

Pastoral care: supporting students' emotional, moral and spiritual strength.

Co-curricular opportunities: providing opportunities to enrich and develop the individual fostering collaboration, teamwork and leadership.

We do this by nurturing and supporting our students to become:

- Thinkers who can research, evaluate, innovate, solve and create both collaboratively and independently,
- Individuals who are reflective, emotionally resilient, and effective communicators.
- Global citizens who act with responsibility and humility and are ready to make a positive contribution to society.

Our Values

The MARK of a Durham Education

MORAL INTEGRITY

Choosing what is right, even when it is difficult.
Integrity is the foundation of trust, respect, and true character.

"The time is always right to do what is right."

AMBITION

The drive to dream big, to persevere, and achieve one's full potential.
Ambition turns vision into reality.

"Aim for the moon. Even if you miss, you'll land among the stars."

RESPONSIBILITY

Taking ownership of our words, actions, and choices.
Responsibility develops accountability, strengthens character, and builds confidence.

"You are always responsible for how you act, no matter how you feel."

KINDNESS

The simple act of caring, sharing, and showing respect.
Kindness has the power to inspire, to heal, and to change lives.

"If you can be anything, be kind."

Together, these values guide us — shaping who we are and who we aspire to become

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Living in Nairobi

One of Africa's most dynamic cities, Nairobi is a vital commercial and financial hub and home to the regional headquarters of major international companies and organisations, including the United Nations. Nairobi's growth rate has been one of the highest of any African city, with major real estate projects making up its burgeoning skyline.

Modern Nairobi is still considered the Safari Capital of Africa, with Nairobi National Park only 20 minutes from the centre of town, where lions and rhinos can be seen with a backdrop of skyscrapers and landing planes. With spectacular game parks all over the country and a stunning Indian Ocean coastline on your doorstep, there is plenty to see and do.

Nairobi boasts a vibrant social scene, with its cosmopolitan community offering an incredible variety of cuisines from around the world. From luxury hotels and fine dining restaurants to lively markets and local eateries, there's something to suit every taste and budget. The city's many coffee houses have become favourite spots for both business meetings and relaxed catch-ups with friends.

Nairobi has numerous shopping malls as well as large supermarket chains, complemented by local produce markets offering fresh fruit and vegetables bought directly from farmers. Local craft markets offer an excellent choice of handmade items such as clothes, art, jewellery and footwear.

Life in Kenya can also have its frustrations. Power cuts do happen, bureaucracy can be difficult, and real poverty exists in many areas. Personal security requires a degree of caution in some areas, as it does in almost every big city.

With its warm and friendly local population, great schools, a number of good private hospitals and a near-perfect climate, many expats have chosen to settle in this "green city in the sun", enjoying the wonderful quality of life it offers.

Job Description

Title: Schoolwide SENCo
Reporting to: The Headteacher Prep School and The Principal, Senior School
Location: Nairobi, Kenya

Key Responsibilities

Management and Leadership of the schoolwide SEN provision

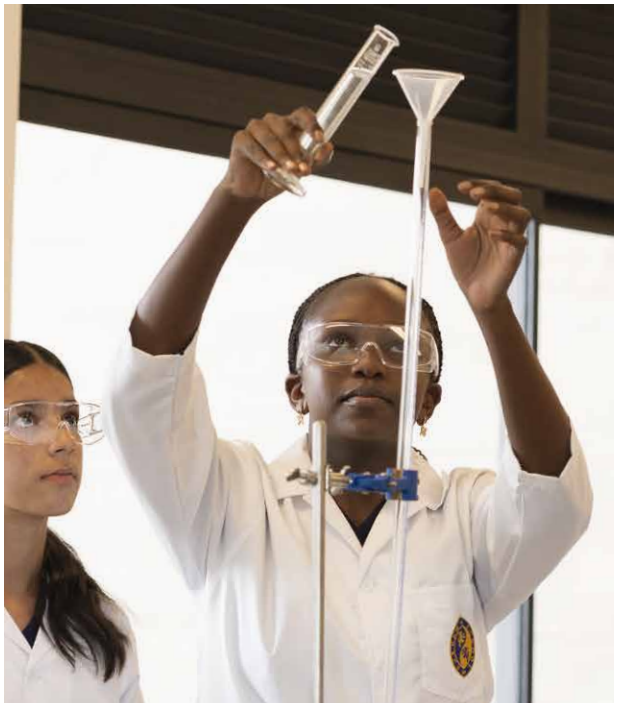
- Together with the Heads of School and Board of Directors, determine the strategic development of the SEN provision in the School.
- Ensure the School has a clear approach to identifying and responding to students with special educational needs (Identifying needs at the earliest point and then making effective provision improves long term outcomes for the child or young person).
- Day to day responsibility for the operation of the SEN provision school wide and oversight of the specific provision made to support individual students with SEN across the whole school.
- Annual review of school policies related to students who learn differently (including SEN policy, EAL policy, G&T policy and parts of Curriculum policy).
- Monitor the effectiveness of the School's programmes of support and resources used through the annual review and evaluation of the breadth and impact of the support the School is offering for SEN, EAL and G&T.

Assessment and Identification of Educational Needs

- Ensure the identification of SEN is built into the overall approach to monitoring the progress and development of students.
- Using a team approach, identify students who require additional support, using available data and coordinating appropriate testing/assessment of students as required.
- Involve parents in the discussion about early concerns making sure parents receive the information, advice and support that they need to participate in the decision-making process regarding interventions and support to be put in place in order to achieve specified outcomes/progress.

Management of Students' Programmes of Support

- Share information with teachers on known students' learning difficulties and associated teaching strategies to support students' learning and achievement.
- Ensure programmes of support are actioned inline with the Special Educational Needs Policy
- Manage the EAL programme of support for English second language speakers.
- Manage extension activities to ensure the more able students are challenged across year groups.
- Use professional learning opportunities to improve and develop understanding of best practice in special education, and behaviour management.
- Support teaching and support staff in the differentiation of curriculum materials to support diverse learning needs.
- Provide professional guidance to colleagues and work closely with staff, parents and other agencies.
- Be the point of contact for external specialists.
- Make referrals and liaise with professionals outside of the school including psychologists, speech and language therapists and occupational therapists.
- Provide one-on-one or small group teaching support to students with learning difficulties.



Monitoring Progress and Reporting

- Ensure the records of all students with SEN are maintained and used to track progress and achieve the best possible educational for the students.
- Maintain accurate and complete records of all meetings and assessments related to students.
- Ensure IEPs are completed and chair termly review meetings with parents and class teacher.
- Produce regular reports and updates on the educational progress of children to teachers and parents.
- Maintain an up-to-date register of students with learning support needs.

Professional Development of Staff

- Prepare and lead SEN training for teachers and teaching assistants
- Ensure teaching staff have the relevant skills and knowledge to support children with learning and language needs through training that targets:
  - Understanding different kinds of educational needs and ways to support them in the classroom.
  - The School's approach to identifying and addressing SEN needs.
  - Strategies and specific activities that teachers can use in their classrooms to support different learning and language needs.
  - Durham's team approach (parents, school, external specialists) for the assessment and supporting of educational needs.

Schoolwide Resourcing

- Ensure that the school is equipped with adequate resources and equipment for diverse special educational needs.
- Manage and develop budgets for schoolwide resources for use in class rooms, for the Learning Enrichment department, for books in the library, for diverse seating to meet sensory needs, etc.
- Oversee the annual schoolwide purchases.

Management of Access Arrangements

- Apply to exam boards to put in place access arrangements for students who qualify for public exam accommodations; and coordinate venues around the school for students with access arrangements to sit for their exams.
- Liaise with ICT regarding computers/laptops used in the Learning Support Department and for exams.
- Liaise with Facilities to book rooms to meet accommodations requirements.

Other Responsibilities

- Contribute to the busy life of the School through participation in the School's co-curricular programme.

- Attend parents meetings as appropriate.
- Actively participate in school activities and events such as assemblies, plays, concerts, workshops, open events, trips and visits and fundraising ventures.
- Engage in continual self-assessment and keep current with curriculum and educational developments.
- Contribute to the continuous cycle of improvement of curriculum., schemes of work and resources within the school.

Person Specification

The successful candidate will:

- Be a fully qualified teacher with a minimum of 5 years teaching experience
- Have a valid Teacher Services Commission Certificate (if applying from Kenya) or a PGCE or QTS or equivalent (for overseas applicants)
- Have a minimum of a Level 5 qualification in Specific Leaning Difficulties
- Be an enthusiastic and passionate educator
- Have excellent interpersonal skills with students, colleagues and parents
- Be adventurous, adaptable and excited by new experiences

Application Process

Interested applicants are invited to send an application by email to hr@durhamkenya.com by **23rd October 2026.**

Applications should include all the information listed below:

- A letter of application addressed to The Headteacher, Prep School, of no more than one side of A4 explaining why you would like this role and the skills and experiences you can bring to it.
- A fully completed Durham International School Application Form - ***Click here***
- The names and accurate addresses, email addresses and telephone numbers of three referees, one of whom must be your current employer, to be completed in full in the Application Form.

Please be advised that an incomplete Application Form or an application that does not provide a Covering Letter and Durham International School Application Form as stipulated, will unfortunately not be considered.

The Interview

Only short-listed applicants will be contacted for interviews. All interviews will be held online.

Applications will be reviewed as they are received, and the school reserves the right to make an earlier appointment.

We would recommend that candidates apply at the earliest possible time.

Confidentiality

References will only be requested at short-list stage and we will let you know before we approach referees.

We will not contact your present school unless you reach the short-list and applications can be kept confidential until then. Please contact hr@durhamkenya.com if you have any specific concerns.

Start date

Candidates should be available to start in January 2027.

Safeguarding and Child Protection

Durham International School is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo the appropriate pre-employment checks relevant to the role.

Applicants will be expected to show evidence of their most up-to-date child protection screening details including a police clearance form each country they have worked in and Disclosure and Barring Service (DBS) record where relevant. Checks will also be made with past employers.

Equal Opportunities Statement

At Durham International School we strive to create a supportive and nurturing environment for all individuals. We are dedicated to promoting equality and diversity, providing a level playing field for all our staff and students. We aim to foster an inclusive culture where diversity is celebrated and where everyone feels empowered and encouraged to reach their full potential.

More Information

For more details see: www.durhamkenya.com

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