

SEND Team Administration Manager



Salary Range N7
Full Time TTO inc 5 training days, permanent
Kenton School

CANDIDATE
INFORMATION PACK



ACHIEVEMENT, STUDENTS & LEADERS MATTER

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www.northernleaderstrust.org

Registered Office Address: Kenton School, Drayton Road, Newcastle Upon Tyne, NE3 3RU

INTRODUCTION

From the Principal

Dear Applicant

Thank you for your interest in the above post. Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve. With 1,600 students, we are amongst the largest schools in the North East. At Kenton we are clear about our vision; students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum that enables all students to excel academically and socially.

As the SEND Team Administration Manager, you would be responsible for leading and managing the Learning Support Assistant (LSA) team, overseeing SEND administration, coordinate statutory processes, managing SEND data and reporting, as well as ensure high-quality support for students with Special Educational Needs (SEN). The postholder will undertake all duties under the direction and guidance of the SENCO.

If you are the person we are looking for you will be able to demonstrate:

- The ability to lead, manage and motivate a team of Learning Support Assistants to deliver high-quality support for pupils with SEND under the direction of the SENCO.
- Excellent organisational and administrative skills, with the ability to manage competing priorities, meet statutory deadlines and coordinate multiple workstreams effectively.
- A sound understanding of the SEND Code of Practice, EHCP processes and statutory responsibilities.
- Experience of coordinating SEND administration, including annual reviews, maintaining accurate records and supporting statutory processes.
- The ability to collate, analyse and present SEND data to monitor provision, evaluate impact and support decision-making.
- Experience of preparing information and evidence to support referrals to external agencies and professionals.
- Excellent communication and interpersonal skills, with the ability to develop positive working relationships with pupils, parents/carers, colleagues and external agencies.
- The ability to coordinate interventions and deploy staff effectively to meet the needs of pupils.
- Strong ICT skills, including the effective use of Microsoft Office and SEND management systems such as SIMS, Provision Map and Class Charts (or similar).
- A commitment to inclusion, equality of opportunity and improving outcomes for children and young people with SEND.
- High standards of professionalism, confidentiality and safeguarding, demonstrating sound judgement and appropriate professional boundaries.
- The ability to work collaboratively, taking direction from the SENCO while using initiative to manage the day-to-day operational responsibilities of the role.

In return we offer:

- Salary sacrifice cycle to work scheme
- Access to free gym facilities on our Kenton School site.
- Access to the Local Government Pension Scheme
- The opportunity to work in a fantastically resourced school with easy commuting access to both the A1 and A19, in a supportive team committed to the development of all our staff.

We look forward to hearing from you

Ms S Green

Sinead Green
Principal



SEND Team Administration Manager Job Description



Job Purpose

To work under the strategic direction of the SENCO to lead and manage the Learning Support Assistant (LSA) team, oversee SEND administration, coordinate statutory processes, manage SEND data and reporting, and ensure high-quality support for students with Special Educational Needs (SEN). The postholder will undertake all duties under the direction and guidance of the SENCO.

Main Responsibilities

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Key Accountabilities

The postholder will be accountable for the following:

Leadership and Management

- Lead, manage and support the Learning Support Assistant team under the direction of the SENCO
- Act as the first point of contact for LSAs
- Produce and maintain LSA timetables and coordinate deployment
- Manage agency LSAs within agreed budgets
- Support recruitment, induction, training and development of LSAs
- Work with the SENCO to monitor standards and performance

SEND Administration

- Coordinate EHCP annual reviews within statutory timescales
- Arrange review meetings with parents, carers, caseworkers and professionals
- Collate student, parent and teacher contributions
- Collate and prepare information and supporting evidence to inform referrals to external agencies and specialist services, as directed by the SENCO
- Maintain accurate SEND records and documentation
- Support transition arrangements and liaise with feeder schools

Data Management and Reporting

- Produce and maintain the SEND Data Dashboard
- Monitor attendance, behaviour and attainment of students on the SEND register
- Maintain Provision Maps, Class Charts, pupil passports and SEND records
- Analysing data to evaluate the impact of provision

Interventions

- Coordinate intervention programmes as directed by the SENCO
- Delivery of screeners and maintenance of records of screenings
- Produce intervention timetables
- Monitor and evaluate intervention impact

Communication and Partnerships

- Develop effective relationships with students, parents, staff and external agencies
- Contribute to EHCP assessments and statutory processes

General Responsibilities

- Maintain confidentiality and GDPR compliance
- Order and maintain departmental resources
- Attend meetings and CPD
- Undertake other duties appropriate to the grade
- Undertake breaktime and lunchtime supervision duties as required and directed by the SENCO
- Carry out all duties and responsibilities under the direction and guidance of the SENCO



GCSE Results Day

Our 2025 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.

SEND Team Administration Manager Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- 1 Experience working within a SEND environment
- 1 Experience leading or coordinating support staff
- 2 Knowledge of the SEND Code of Practice and EHCP processes
- 3 Excellent organisational and administrative skills
- 4 Ability to analyse and present data accurately
- 5 Strong IT skills including Microsoft Office
- 6 Excellent communication and interpersonal skills
- 7 Ability to prioritise workload and meet statutory deadlines
- 8 Commitment to safeguarding and promoting the welfare of children and young people

Desirable

- 1 Leadership or management qualification
- 2 Experience managing SEND data systems
- 3 Knowledge of Provision Map, Sims and Class Charts
- 4 Experience coordinating interventions or training staff

Part B: Assessment Stage

The following criteria will be further explored at the assessment stage in addition to criteria above.

Essential

- 1 Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
 - Motivation and commitment to work with children and young people
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - Emotional resilience in working with challenging behaviours
 - Attitude to use of authority and maintaining discipline.

Part B Continued

Essential

- 2 Ability to think and act strategically with sensitivity to organisational and wider political priorities to deliver high quality outcomes
- 3 Ability to describe a vision for the development of the faculty and to develop effective plans to implement that vision
- 4 Ability to work effectively with a wide range of people, e.g. colleagues, pupils, governor, parents/guardians, other professionals and the wider community
- 5 Knowledge of key education legislation and current issues
- 6 Ability to present views and opinions in discussion which contribute to positive outcomes including the ability to challenge, give feedback and accept feedback constructively
- 7 Ability to demonstrate high expectations and to instill these in others
- 8 Ability and flexibility to take an active part in extra curricular provision
- 9 No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post
- 10 Committed to working with young people and contributing to trust ethos

Assessment/Selection Methods

Application form

Interview

Task/s

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service*
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Children's Barred List Check*
- 4 DfE Prohibition List Check including GTCE Check
- 5 Medical clearance
- 6 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).
- 7 A Section 128 Education and Skills Act Prohibition from Management list check (if applicable).

*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974). This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process.



A-Level Results Day

An increasing number of students spend 7 years at Kenton, going onto a variety of destinations at the end of Year 13. This year we were delighted that students have gone on to study Medicine at Cambridge and History and Physics at Durham as well as Film & TV at the University of Bristol.

About our Trust

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.'

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School

'All Different, All Equal.'

Studio West

'Learning that connects.'

Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

TRUST SHARED VALUES

Shared Expectations - The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

Integrity

We act with honesty, transparency, and strong moral purpose in all that we do. Our decisions are guided by what is right for children and young people. We take responsibility for our actions, build trust through openness, and demonstrate consistency between our words and behaviours. We model ethical leadership so that students and staff feel safe, respected, and confident in our fairness.

Ambition

We are relentlessly ambitious for every student and every member of staff, regardless of starting point or background. We believe that all can achieve highly and are proud to create an aspirational culture. We challenge limits, remove barriers, and provide the support needed so that excellence is both expected and attainable.

Belonging

We create environments where every individual feels known, valued, safe, and proud to be part of our Trust community. We recognise that belonging strengthens wellbeing, engagement, and success. Through inclusive practice and strong relationships, we ensure that diversity is respected, voices are heard, and connections with families and communities are meaningful and sustained.

Collaboration

We believe we are stronger together. Collaboration is central to improving outcomes, developing expertise, and sustaining excellence. We work purposefully within and between schools, across trusts, and with wider stakeholders to share knowledge, solve challenges, and create opportunities for all. Professional generosity and collective responsibility underpin our approach.

Additional Information for Applicants

Conditions of Service

The conditions of service applicable to this post are the Conditions of Service for Associate Staff in England and Wales (the Green Book) as amended/supplemented by local decisions made by Northern Leaders Trust.

Pay and Grading

The salary range for the post is N7: pro rata £31,223 to £34,227 less than 5 years continuous service. More than 5 years continuous service £31,782 to £34,840 pa. Starting salary will be dependent upon current pay point and relevant experience.

Progression through the salary range is considered annually and is subject to successful performance appraisals and meeting progression criteria.

Status

This is a permanent post at Kenton School.

Pension Scheme

The postholder will be automatically enrolled in the Local Government Pension Scheme. Further details can be found at [Home :: LGPS](#)

Equal Opportunities

Northern Leaders Trust is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Rehabilitation of Offenders

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.



Application Process

If you feel you have the experience, skills and attributes to succeed as part of our team, please download and complete our application form and return it to hr@northernleaderstrust.org



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