



We Co-operate
We Pioneer
We Belong



Student SEND/Medical Officer Application Pack

Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



Simon Ward
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

- To apply, please visit our website and apply through **My New Term**.
- Our website: [Our Vacancies - Altus Education Partnership](#)
- Provide a supporting statement of no more than two sides of A4, addressing the criteria in the person specification.

Deadline

The deadline for the post is **Sunday 28th June 2026** (to arrive no later than 12.00 midnight).
Interviews are expected to be held **Friday 3rd July 2026**.

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

The post will be paid on the **School Support Pay Scale SSP12 – 15 (£28,598 - £30,024)**
The Actual Salary (37hrs per week / TTO+1week) is £25,340 - £26,603.

Start Date

September 2026

For an Application Pack

1. Visit www.altusep.com
2. Contact Caroline Sullivan – HR Officer: recruitment@altusep.com
3. Telephone 01706 769999

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Background Information

Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of **Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication** at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises five academies, including ourselves. The other four academies are:

- **Rochdale Sixth Form College**, opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has dramatically raised achievement in the area and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly ranks among the highest performing colleges in the country in both the DfE's Performance Tables and the National Achievement Rate Tables.
- **Edgar Wood Academy** opened in 2021 under Wave 13 of the Free Schools Programme. While the school was judged Requires Improvement at its first inspection, Ofsted has since recognised that the school is improving, and we are confident in the direction of travel. The Academy is building a strong reputation locally and benefits from a committed staff and leadership team focused on rapid progress.
- **Bamford Academy** is an Ofsted-rated Good primary school providing a caring and nurturing environment. It is a popular first choice for many families in the area.
- **Caldershaw Primary School** joined the Trust on 1 July 2025. It is Ofsted Outstanding and one of the most oversubscribed primary schools in Greater Manchester.

Altus is on the cusp of further growth, with three additional schools currently considering academisation in the autumn term.

We also benefit from strong local partnerships. Most notably, and uniquely within the post-16 sector, Altus has a Memorandum of Understanding with Hopwood Hall College, coordinating curriculum and supporting seamless transition for students into post-16 education.

Job Title:	Student SEND/Medical Officer
Reports to:	Academy Operations Lead
Contract:	Permanent – 37 hours per week – TTO+1 week (40wks)
Salary:	SSP 12 – 15 (FTE £28,598 - £30,024) Actual Salary £25,340 - £26,603
Start Date:	September 2026

About the Role

This is an exciting opportunity to play a key role in supporting students with additional needs at Kingsway Park High School through the coordination of SEND administration, medical provision and student welfare support.

The successful candidate will work closely with the SEND team, pastoral teams, families and external professionals to ensure that students with SEND, medical conditions and other additional needs are appropriately supported to access education safely and successfully.

The role combines operational coordination, medical and welfare administration, and SEND support processes, helping to ensure that systems, records, healthcare plans, risk assessments and statutory documentation are accurate, compliant and responsive to student need.

This is a varied and rewarding role suited to an organised, proactive and student-centred individual who is able to balance detailed administrative responsibilities with the coordination of effective support arrangements for vulnerable learners.

Key Responsibilities

Medical and Welfare Coordination

- Coordinate and maintain accurate student medical records, healthcare plans and associated documentation
- Safely store, administer and record medication in accordance with school procedures and statutory guidance
- Coordinate and provide appropriate first aid and medical response in line with school procedures
- Liaise with families, school nurses, therapists and external professionals regarding student medical needs and support arrangements
- Contribute to the preparation, review and maintenance of medical risk assessments, PEEPs and support documentation for identified students
- Support the implementation and communication of medical support arrangements and control measures to relevant staff
- Support the planning of educational visits, transitions and activities to ensure appropriate medical and SEND arrangements are in place
- Coordinate arrangements for identified students requiring transport, mobility or access support

- Maintain medical rooms and associated welfare resources to ensure they remain safe, secure and appropriately stocked
- Coordinate school-based vaccination programmes, including consent processes, communication and logistical arrangements

SEND Administration and Coordination

- Provide administrative and organisational support to the SEND team to support the effective coordination of provision for students with additional needs
- Organise and coordinate EHCP Annual Reviews and other SEND-related meetings, including scheduling, preparation of paperwork and minute taking
- Maintain oversight of review dates and key deadlines to support compliance with statutory processes
- Prepare, distribute and maintain documentation relating to EHCP reviews, SEND meetings and external agency involvement
- Liaise with parents/carers, external professionals and school staff regarding meetings, documentation and student support arrangements
- Manage calendars, meeting schedules and communication relating to SEND provision and review processes
- Maintain accurate, confidential and accessible SEND records, ensuring documentation is appropriately stored and audit trails are maintained
- Scan, upload and organise reports, referrals and documentation from external agencies and professionals

Student Support and Access

- Support the effective coordination of provision for students with SEND, medical conditions and additional needs to enable safe access to education
- Work collaboratively with SEND, safeguarding, pastoral and teaching staff to ensure appropriate support plans and control measures are implemented effectively.
- Promote a proactive approach to identifying and managing barriers to access, wellbeing and inclusion for vulnerable learners
- Ensure documentation, records and support plans are maintained accurately and in line with school procedures and statutory requirements

Communication and Partnership Working

- Build positive working relationships with students, families, staff and external agencies
- Support effective communication between school, home and external professionals regarding student support arrangements
- Maintain confidentiality and professional boundaries at all times
- Contribute to the development and review of processes relating to SEND, medical and welfare provision across the school

Whole-School Organisation, Strategy and Development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the schools' values and vision.

- Make a positive contribution to the wider life and ethos of the school.
- Participate in KPHS daily duty rota.

Health and Safety

- Promote the safety and wellbeing of students and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Look after children who are upset or have had accidents.

Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Personal and Professional Conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that are not specified in this job description.
- Respect individual differences and cultural diversity.

Other:

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

Education and Qualifications		
GCSE English and Maths at Grade 4/C or above (or equivalent)	E	Application / Certificates
Good standard of IT literacy, including Microsoft Office systems	E	Application / Interview
First Aid qualification or willingness to undertake training immediately	E	Application / Interview
Relevant Level 3 qualification in education, health, care or SEND-related field	D	Application / Certificates
SEND, medical or safeguarding-related training	D	Application / Certificates
Knowledge of relevant medical, SEND or safeguarding procedures within schools	D	Application / Interview
Experience		
Experience of working with children or young people	E	Application / Interview / References
Experience of maintaining accurate records and handling confidential information	E	Application / Interview
Experience of working collaboratively within a team environment	E	Application / Interview
Experience of organising meetings, coordinating documentation or managing administrative processes	E	Application / Interview
Experience within a school, SEND or pastoral environment	D	Application / Interview / References
Experience supporting students with medical or additional needs	D	Application / Interview / References
Experience coordinating meetings, reviews or support plans involving external professionals	D	Application / Interview
Knowledge and Skills		
Strong organisational and administrative skills	E	Application / Interview
Ability to prioritise workload and respond to competing demands	E	Interview
Good communication and interpersonal skills	E	Application / Interview
Ability to remain calm under pressure and in emergency situations	E	Interview
Ability to maintain accurate records and clear audit trails	E	Application / Interview
Ability to contribute to the preparation and maintenance of risk assessments and support plans	E	Application / Interview
Understanding of confidentiality and safeguarding responsibilities	E	Application / Interview
Understanding of EHCP processes and SEND systems	D	Application / Interview
Understanding of healthcare plans, medical risk assessments and PEEPs	D	Application / Interview
Knowledge of school systems such as SIMS or CPOMS	D	Application / Interview
Personal Qualities and Values		
Commitment to safeguarding and promoting the welfare of children and young people	E	Application / Interview
Commitment to equality, diversity and inclusion	E	Application / Interview

Professional, calm and approachable manner	E	Interview
Ability to work flexibly and collaboratively as part of a team	E	Interview
Commitment to ongoing professional development	E	Application / Interview
Commitment to the values and ethos of the school	E	Application / Interview



Kingsway Park
HIGH SCHOOL

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