



SEND Administrator

September 2025

LBR Scale 6, Points 18-20

£34,416 - £35,448 FTE

52 week contract (negotiable for the right person)

Application Pack



Wanstead High School

Education with Character

Redbridge Lane West, Wanstead, London E11 2JZ

- Tel: 020 8989 2791 • Email: whs@wansteadhigh.co.uk
- Website: www.wansteadhigh.co.uk



Headteacher: Miss E Hillman

August 2025

Dear Prospective Candidate

Thank you for showing an interest in our school. Wanstead High School seeks to enable all pupils to achieve the highest academic standards, with a particular focus on narrowing the disadvantaged gap. The current Ofsted grade is "Good" (May 2025) and we are delighted with our recent report but want to achieve even more for our young people, while recognising staff workload and well-being.

I have been Headteacher since September 2022, and am loving the school, the pupils and the commitment to 'Education with Character'. This is a great place to be, with great staff, a welcoming atmosphere, opportunities for growth and development via a robust CPD programme at all levels, and strong links with local schools; including being part of the Seven Kings Teaching Alliance. Behaviour for learning is very good and pupils are polite, engaging and motivated. They really are truly amazing young people with bags of character and creativity.

The school is 101 years old this year and we strive, as then, to be the best local school for the community, providing unparalleled opportunities for our pupils to find their interests and develop a passion for learning, as well as growing to be lovely human beings! The school is clear about its development priorities and aspires to be outstanding in all areas over the next 3-5 years. This is currently a 'good' school and we are clear about our strengths and areas for development. We seek to enable all pupils to achieve the highest academic standards, with a particular focus on narrowing the disadvantaged gap and continuing to develop adaptive teaching. We encourage you to visit or call and learn more about the school and get a better understanding of what we are, what we stand for and the journey we are on.

We introduced a new Behaviour Policy last year, which is being further embedded this year, and have bold plans ahead to ensure all our young people are supported and developed during challenging times and a growing backdrop of mental health needs. We are exploring exciting new models of monitoring, evaluation and review and appraisal to make sure staff really do grow and develop - a high challenge, low threat approach supported by line management and instructional coaching. This is an exciting place to grow and develop as a teacher, staff member or leader.

Whilst we want to ensure change as per our School Development Plan, we are also committed to ensuring this is a truly great place for staff to work - we constantly consider well-being and offer great perks for teachers like the opportunity to apply to leave school early if a staff member has free teaching periods, as long as directed time is made up elsewhere. We also offer free tea and coffee in the staff room and are looking to develop a much more active staff social life in the future for those who like this sort of thing!!

We are seeking an SEND Administrator with the organisation, dedication and passion to deliver excellence in ensuring best practice for pupils with SEND. The candidate will need to deliver the necessary support to the SEND Team, including the SENDCo, Deputy SENDCos, HLTAs and Teaching Assistants as well as to parents and external agencies, to ensure our pupils are best supported with quality-first teaching.

As outlined above, we welcome visits to the school and I am happy to talk over the phone to anyone about the role and/or school. We currently have a large building project taking place, which will add 14 new classrooms and associated facilities, with a dedicated dining hall and commercial kitchen and the use of a swimming pool on site at certain times of the day via Leisure Centre membership! I hope you will have the vision to look beyond the temporary facade. We also hope to have some investment in our SEND facilities. Please do not hesitate to get in touch and learn more about this amazing school. The summary School Development Plan is available on the website at the start of the year.

Yours sincerely,

Emma Hillman
Headteacher

Application Requirements

Please write a statement in support of your application.

This must address the Person Specification

Statements in support of your application should be no longer than two sides of A4.

The closing date for this post is **23:59 on Sunday 31 August 2025** although outstanding candidates may be interviewed before the closing date.

To apply for this role, please visit our website: wansteadhigh.co.uk/vacancies.

Interviews: TBC

If you would like to speak to the Headteacher or Department Leader regarding this post or if you have any questions, please contact HR (recruitment@wansteadhigh.co.uk).



Further Information

Full/Part time: Full time, although this could be negotiated for the right candidate

Start Date: September 2025

What We Are Looking For

We are looking for a well organised, efficient and dynamic professional with an eye for detail to join our Inclusion Department to help support the administrative demands associated with the school SENDCo role and responsibilities.

The candidate will need to deliver the necessary support to the SEND Team, including the SENDCo, Deputy SENDCos, HLTAs and Teaching Assistants as well as to parents and external agencies, to ensure our pupils are best supported in their learning journey at Wanstead High School.

What We Offer

This is a great opportunity for an enthusiastic and diligent candidate who is keen to develop their skills in a successful school that will provide great support and encouragement. We offer an outstanding opportunity for the right person to make a real impact on children's lives, and to develop their career in a very pleasant, successful and innovative school. We hope that you will decide to pursue your application and that you will consider a future with us at Wanstead. Whilst you will need to work hard, we value well-being and support all staff with flexible ways of working where possible.

Some of our key benefits are:

- Short walking distance of Wanstead (0.4 miles) and Redbridge (0.6 miles) Central Line stations;
- Close to vibrant high street with cafes, independent shops;
- Close to Wanstead Green and local parks;
- Subsidised access to the Leisure Centre and upcoming Swimming Pool;
- Free parking in the Leisure Centre for staff;

At Wanstead High School, we are committed to staff wellbeing and provide the following benefits:

- Contribution to eye care and Cycling Scheme;
- Free access to Counselling Services;
- Free breaktime tea and coffee;
- Termly, free staff breakfasts;
- Catered Inset Days;
- Subsidised school lunches;
- Support of flexible working, where possible;
- Recruitment and Retention;

As part of Seven Kings Teaching School Alliance, Wanstead is able to provide a wide variety of CPD opportunities for staff at all stages of their career, both within Wanstead and the Teaching School Alliance. The post offers an excellent opportunity for the right person to develop their career within an exciting and supportive department and school.

Headteacher's Welcome From [Website](#)

I am an experienced and successful Headteacher having been Head of Heathcote School for 5 years prior to joining Wanstead High in September 2022. I have worked for 30 years in, and with, London schools and love the diversity and ambition of young people in our capital city. I have a 16-year-old daughter, and she drives my passion and ambition for children, ensuring that all pupils have an opportunity to be the best they can be; finding their interests and talents and ensuring they are nurtured.

Wanstead High has so many strengths, not least the inclusive and warm ethos, that I have experienced from day one, as well as the strong academic foundations and exam results. In a pre-Ofsted review in September 2023, a Lead Inspector stated that staff at Wanstead High *'hold children's lives in their hands and hearts'*.

At GCSE in 2024, 31% of entries were assessed at grades 9-7, compared to a national figure of 21.7%, whilst 81% of entries were graded at 9-4 compared to 67.4% nationally. Maths and English results were strong with 65% of pupils achieving a grade 5 or above in Maths and English and 83% a 4 in both subjects. The provisional progress score for GCSE is 0.27.

At A level, 29% pupils achieved A*-A, 61% A*-B and 82% A*-C, increasing from last year and well above national figures. 59% of pupils will be studying at Russell Group Universities and two pupils are on their way to Cambridge, one with 2A*s and 2 As in Geography, History of Art, History and Art.

There was so much positive feedback from our pupil survey in July 2024, for example, one pupil said that what they love most about the school is that 'All the teachers care about how you feel and how you are progressing in class.' Others loved the 'lunch, staff, food, opportunities' and 'the learning in which teachers make the learning most effective and find fun ways to learn to encourage children.'

Parents also rate highly the discipline, diversity, friendship, good education, care from staff and inclusive approach and nearly 90% agree or strongly agree that their child is happy in school. In addition, 90% of staff agree or strongly agree that they really enjoy working at the school.

Some other feedback from pupils that helps to get a better understanding of what the school is about:

- ★ *'The ability to feel accepted.'*
- ★ *'The school achieves good results and there are kind, caring and patient students in the community - you give the school a good reputation.'*
- ★ *'I am proud of being a part of the Wanstead High Community because I am able to learn with the best teachers and I have many learning opportunities to help build a great future.'*
- ★ *'Dance and music opportunities.'*
- ★ *'Definitely the togetherness we have at this school, and it's a really inviting atmosphere.'*
- ★ *'The way the school runs, makes me feel as if I belong here.'*
- ★ *'Everyone is very nice and supportive, especially teachers.'*
- ★ *'Safety and kindness.'*
- ★ *'How close we all are and how much we all support each other.'*
- ★ *'Being part of a lovely including space where you feel that you can openly talk about your thoughts and feelings, and you feel supported by all members of staff.'*

We know we are not yet perfect, but we will never rest on our laurels. Leaders at all levels in the school are reflective and honest and able to forensically analyse what needs to happen to continually grow and improve. We also encourage feedback to ensure we listen to the voices of our stakeholders. The staff are passionate and dedicated subject specialists, committed to providing 'education with character' for all and capable of

ensuring the best quality learning and teaching and results for pupils. It is vital that all pupils have the same opportunities and chances to reach their potential, and we address areas where this is not the case.

We strive to ensure the curriculum is rigorous, but also romantic, and engages pupils at all levels, as well as being diverse and forward-thinking. I am passionate about developing the full person, ensuring enrichment opportunities for pupils of all ages, and enabling excellent mental health and well-being, supporting pupils and staff still, in some cases, affected by after-effects of Covid and for the community to continue to grow and flourish.

School Information

Wanstead High School seeks to enable all pupils to achieve the highest academic standards. Our GCSE Progress 8 score has been positive and above average for the past 3 years, and in 2024 is +0.28 and our ALPS score is provisionally 3 for 2025. We have significantly narrowed the disadvantaged gap over the last year and are now looking to sustain this moving forward.

A large number of our pupils stay on to the Sixth Form and the majority of these gain entrance to universities and other centres of Higher Education, and we also recruit a substantial number of post-16 pupils from the surrounding area.

Our latest OFSTED report (May 2025) confirmed that we are “Good” in all areas.

The school is maintained by the London Borough of Redbridge and is situated in a residential area near Epping Forest, served by the London Transport Underground Central Line and the M11 motorway. It is, therefore, both within easy reach of central London and out-lying areas such as Essex and Hertfordshire.

There are currently approximately 1565 plus pupils on roll including almost 300 pupils in the Sixth Form. Currently there are 170 teaching and support staff. Eight forms of entry (240 pupils) are admitted at Year 7. The school encompasses a rich social and cultural diversity and 35% of pupils speak English as an additional language. There are over 35 languages spoken by the pupils. The school is heavily oversubscribed.

All pupils wear uniform except in the Sixth Form where pupils are required to wear tailored clothing. After much liaison with 40 linked primary schools (7 main feeders), pupils join one of eight/nine mixed ability tutor groups and the school seeks to maintain the composition of this and the association with the same tutor throughout the pupil's career. The year based pastoral system is central to the discipline and wellbeing of the pupils. Tutors are led and supported by an experienced team of pastoral heads.

The school has some very good facilities, including a good Sixth Form Centre with state of the art study facilities; ten well equipped Science laboratories and a purpose built theatre, a dance studio and music suite. Considerable refurbishment has taken place over recent years, with work still on-going. The school is well resourced with IT equipment. There is currently a new build project which you will see if you visit - this will be a new Humanities Block and swimming pool and is therefore a joint enterprise between Leisure and Education.

The school's sports facilities are used as a local Leisure Centre, which serves the community in the evening, but which is part of the school during the day. It comprises 4 squash courts, a sports hall, a gymnasium, a multi-purpose sports hall, a fitness training room and a floodlit play area.

School Vision and Aims

Who Are We?

Wanstead High School is a modern, forward looking school with traditional values maintained over the last hundred years. We seek to provide the best, most inclusive, local education for all our pupils and a thriving and collaborative environment for staff, ensuring no one is left behind. We seek to develop a passion for learning which promotes academic and career success, happiness, personal growth and confidence whilst ensuring everyone is safe and everyone is able to benefit from the right help when they need it.

We all achieve in our learning community by being:

- **Ready**
- **Respectful**
- **Responsible**

What Is Our Vision?

A school that creates.....

- A love and passion for creative and collaborative learning - inside and outside of the classroom - which is encouraged to drive progress and ambition within our school: staff, Governors and pupils alike.
- A curriculum on offer that is engaging, relevant, broad and balanced and is implemented equally for every pupil in every classroom.
- **The development of character** is fostered in all areas of school life and pupils develop to be kind and respectful of others views and opinions and nobody tolerates bullying or discriminatory behaviour.
- All pupils are challenged consistently to excel in everything they do, from academic study, sport, artistic skill, through to their personal and group behaviour and attendance.
- Pupil, parent and staff voice and strong relationships help to shape our values and development.

Our Learning Community

- A Wanstead High pupil will develop to be a happy, kind, safe and well-rounded character, able to self-regulate, who has been encouraged, supported and challenged in school to maximise opportunities in all areas. They will be able to make confident, positive and informed choices about their life and role in British society beyond Wanstead High School.
- A Wanstead High parent/carer will support the school at all times and be secure in the knowledge that their child will be treated as an individual, exposed to knowledge, skills and character development in an innovative and forward thinking way and will be supported on the journey from childhood to a confident, successful and happy adult life.
- A Wanstead High School staff member will be given the opportunities, space and support to become reflective, passionate, energetic and positive about their role, always looking to collaborate, grow and develop and expand their experiences both inside and beyond our learning community.
- A Wanstead High School Governor will be enthusiastic, well-informed and motivated to challenge and support our learning community to deliver our vision and values in a productive, successful and collaborative way.

School Ethos

We expect our staff to:

- Play a full part in the life of the school community, supporting its distinctive vision and ethos and leading staff and pupils in doing the same
- Actively support the school's corporate policies and aspirations
- Adhere to the staff professional code of conduct as developed collectively by staff
- Comply with the school's Health and Safety Policy and undertaking risk assessments as appropriate
- Check emails on a daily basis to keep up to date with issues communicated within the school.

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

School Site and Accessibility

Wanstead High School is committed to providing an inclusive and accessible environment for all members of our community. We recognise the importance of diversity and strive to create an atmosphere that accommodates individuals of varying abilities.

While we are actively working towards improving accessibility, it is important to note that currently, certain areas of the school are not wheelchair accessible. We estimate that approximately 70% of the school premises may pose challenges for individuals using wheelchairs.

We encourage candidates to inform us of any specific accommodation needs during the application process. We are committed to working collaboratively to provide reasonable accommodation that facilitate equal participation in the recruitment and employment process.

Wanstead High School is an equal opportunity employer and encourages applications from individuals of all backgrounds, including those with disabilities.

Safeguarding

Wanstead High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This post will be subject to an enhanced DBS check and Overseas Police checks, if applicable. Online searches will also be carried out for shortlisted candidates. Successful candidates will undergo full Safer Recruitment checks including, if applicable, Children's Barred List check, Right to Work check, Qualifications check, Section 128 check, Prohibition from Teaching check and Professional References.



Job title	SEND Administrator	Grade	LBR scale 6, Points 18-20 £34,416 - £35,448 pa
School	Wanstead High School		
Reports to	SENDCO		
Responsible for	No supervisory responsibility		
Hours	Full-time (36 hours per week) - 52 weeks but could be negotiated for the right person to Term Time plus 2 weeks (minimum)		
Purpose of job			
To carry out the day to day responsibility for regular administrative tasks under the guidance of the SENDCo/other key staff. The postholder will be expected to manage the various administrative demands of the SEND department, being able to adapt and prioritise, using their own initiative as well as direction from the SENDCo or other post holders.			
Main duties and responsibilities			
<ul style="list-style-type: none">• To maintain an efficient system to file and access SEND pupils' information, ensuring systems are GDPR compliant (e.g use of EGRESS) and archiving files in line with statutory processes.• To record and share key SEND information with staff and parents and other stakeholders, using agreed school systems e.g. CPOMS.• To establish constructive and positive relationships with parents/carers .• To establish constructive relationships with other stakeholders and professional agencies including other Local Authority SEND teams, SENDATS, SALT and future educational establishments.• To complete general administrative duties including the creation of department resources, filing, minute taking, the input of data digitally, room booking and oversight etc.• To undertake all administration tasks associated with Annual Review Meetings, including minute taking.• To organise, implement and maintain any other key administrative systems e.g pupil school robins, EHCP consultations and keep clear records to track progress.• To prepare the key documentation required for meetings.• To liaise with SENDATS staff as appropriate re setting up meetings and interactions with pupils.• To maintain and track the pupil inclusion list.• To manage the referral systems for external agencies, liaising with staff and agencies as appropriate.• To timetable meetings and collaborate in any recruitment for new SEND staff.• To ensure all SEND pupil data is synced and up to date for school census and borough requests.• To support CPD of staff in school IT systems, administration and SEN processes including Google Drive, Provision Map, SIMS and EDUKEY and train as appropriate.• To ensure all information is submitted to the Staff Bulletin and any other relevant communication channels in a timely fashion.• To manage the collation and distribution of pupil passports.• To coordinate and support with provision mapping.• To provide the main point of contact when the SENDCO and Deputy SENDCO are unavailable, responding to external stakeholders and staff as appropriate including supporting with safeguarding disclosures and documentation.• To create room support timetables and co-ordinate SEND TAs and HLTAs regarding daily cover arrangements, identifying and responding to issues arising.• To manage the SENDCO calendar, organising own and SENDCO's workload to accommodate legal deadlines for submissions.			

- To support the running of the SEND Transition Day including production of resources, pupil list and spreadsheet and liaison with stakeholders.
- To support with SEND mid-term pupil transfers including arrangement of pupil testing and related meetings and documentation.
- To review, adapt and introduce new administrative systems for the SEND department.

General/ Support for the School

- To attend and participate in relevant meetings, training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.
- To be responsible for your own health and safety, as well as that of colleagues, pupils and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.

Name of post holder:

Date:

Signature:

**PERSON SPECIFICATION
INCLUSION ADMINISTRATOR**

London Borough of

Redbridge



Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> GCSE Maths and English or equivalent, minimum grade C 	<ul style="list-style-type: none"> Evidence of recent CPD Safer Recruitment training Safeguarding training First Aid training Completion of A-Level/NVQ 3 qualification or equivalent or be working towards
Experience	
<ul style="list-style-type: none"> Experience of working in a school in an administrative role Experience of working successfully as part of a team Dealing with face-to-face and telephone interactions 	<ul style="list-style-type: none"> Evidence of working in a similar role, supporting pupils with a variety of special educational needs
Skills, Knowledge and Understanding	
<ul style="list-style-type: none"> Strong knowledge of the SEND Code of Practice Good numeracy and literacy skills IT skills and ability to use it effectively to support school systems Good understanding of GDPR and issues around confidentiality and data protection Good oral and written communication skills Ability to respond quickly and effectively to issues that arise Excellent attention to detail Ability to work constructively as part of a team and build effective working relationships with colleagues Comprehensive understanding of safeguarding 	<ul style="list-style-type: none"> General understanding of the National Curriculum and other basic learning programmes
Personal Qualities	
<ul style="list-style-type: none"> Excellent verbal and written communication skills Ability to relate well to children and adults Commitment to promoting the ethos and values of the school and getting the best outcomes for pupils Ability to maintain professional integrity, even when under pressure Flexibility and resilience Emotional intelligence Reliability, honesty and trustworthiness, demonstrating highest professional standards Commitment to ongoing professional and personal development Commitment to maintaining confidentiality at all times Embraces change well Solution focused approach 	<ul style="list-style-type: none"> Ability to identify own targets and areas for professional development

