



LORD
WANDSWORTH
COLLEGE

· HAMPSHIRE ·



Lord Wandsworth College
SEND Coordinator

Candidate Pack



Role Profile

Directorate:	Curriculum Support
Responsible to:	Head of Curriculum Support
Location:	On Campus
Contract:	Full time, term time
Salary:	up to £25,000 pro rata

Benefits

We offer a vast range of staff benefits including:

- Contributory pension scheme
- Fee remission for children
- Enhanced family friendly policies including support for emergency time off for dependants
- Friends and Family referral scheme (£250 for each referral)
- State of the art, restaurant quality hot and cold food available
- Give as you earn and staff volunteering day
- Death in service scheme - 4 times your annual salary
- Use of wide-ranging school facilities - swimming pool, tennis, walks, trails etc
- Excellent social and sporting events for staff within the school

Role outline and purpose

As the SEND Coordinator, you will ensure high-quality SEND service delivery by coordinating administrative processes related to SEND, EAL and learners' Education, Health, and Care Plans (EHCPs), supporting both teachers and the Head of Curriculum Support.

Role responsibilities

Work with the Head of Curriculum Support and be responsible for:

EHCP and Annual Review Management:

- Coordinate the EHCP Annual Review process, ensuring compliance with statutory and local authority timeframes.
- Organise, attend, and minute EHCP Annual Review meetings, gathering and collating reports from parents, carers, teachers, and learners.
- Assist the Head of Curriculum Support in the application, review, and proof-reading of EHCPs, ensuring records are up to date.
- Support EHCP applications and high needs block funding (if required), liaising with the Finance Team to manage resources and funding accurately.

SEND and EAL Pupil Information Management:

- Maintain an up-to-date list of SEND and EAL pupils, including their needs and exam access arrangements, on iSAMS and other platforms.
- Develop and maintain one-page profiles for SEND and EAL pupils, following up with parents to ensure accuracy, and circulating profiles to teachers, tutors, and houseparents.
- Work with admissions to coordinate SEND information for new starters, ensuring all data is available for staff and interventions are in place.

Administrative Support and Reporting:

- Assist with coordinating and scheduling external practitioners and events like Open Days, Assessment Days, and SEND Transition Days.
- Manage data input and filing systems to ensure legal compliance with data protection policies, and support the maintenance of the Provision Map.
- Handle parental enquiries and ensure they are directed to the correct staff member.

Access Arrangements and Exams Support:

- Work with the Exams Officer (Internal) and Exams Officer (External) to ensure all learners with Access Arrangements are supported, assisting with gathering evidence and submitting paperwork to Exams Officers to help meet exam board requirements.

SEND support group facilitation:

- Work with targeted SEND pupils in small group support to facilitate skills such as organisation, social skills etc

Person Specifications

- Experience of EHCP application process and annual reviews would be beneficial.
- A good working knowledge of SEND, including relevant policies and legal requirements related to SEND.
- MS Office proficiency required (Word, Excel, Outlook), Microsoft Teams.
- Database experience, used to working with Management Information Systems (MIS), iSams experience would be beneficial.
- Effective communicator to all key stakeholders - in writing and verbally.

Behaviours and competencies

- Be proactive in matters relating to health and safety
- Demonstrate a commitment to diversity and inclusion practices
- Hold a strong understanding of the importance of Safeguarding and Child Protection
- Demonstrate a commitment to the values and pillars of LWC
- An effective team worker who is capable of working independently to prioritise and manage departmental needs.
- A desire to work with pupils in small groups and build relationships to support SEND pupils.
- Committed to own professional development.
- Willingness to work flexibly and assist the LWC team in delivering for SEND pupils.

Key Stakeholders

- Deputy Head Academic
- Head of Curriculum Support
- Heads of Departments, Teaching Staff
- Admissions
- Learning Support Consultants
- All Pupils

This role profile is not exhaustive and will be subject to review. It may be amended to meet the changing needs of the college.



Lord Wandsworth College

Lord Wandsworth College is an ambitious and forward thinking independent, HMC co-educational boarding and day school of around 660 pupils, aged 11-18. It enjoys a fine reputation for its very high standards, pastoral care, and superb all- round education. LWC is situated in an estate of 1200 acres in a rural area of Hampshire within the village of Long Sutton, yet only 15 minutes from Hook/ Winchfield stations which are less than an hour from central London. The College was founded in 1922 to provide an education for children who had lost one or both parents and their time was spent not only in school but also working on the farm which was, and remains, an integral part of the LWC landscape. The Lord Wandsworth Foundation continues to support about fifty children and is central to our ethos. Our 5 Pillars define a Lord Wandsworth education and they are:

1 What one more thing can you do to make a difference to others

+2 We aim to treat every pupil two years ahead of where they should be academically

+3 We are passionate about welfare, wellbeing, and good mental health for all

4 Pupil Voice. We aim to be the leading school in the UK within 5 years

Character Education. We aim to be a leading voice in the UK within 5 years

Appointment process and how to apply

Please apply via our LWC website.

The closing date for applications is 5th January with interviews taking place on 15th January.

The college reserves the right to close the role early.

Should you wish to discuss the role in strict confidence please feel free to contact the

We welcome people of all faiths and those that are committed to these values. We recognise that we have under-represented groups within our workforce. As part of our commitment to diversity and equality of opportunity we are actively encouraging applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce. We are committed to ensuring the safety and protection of our employees from all forms of harm.

Appointments will be made subject to receipt of satisfactory references and enhanced DBS check. The College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to a Disclosure and Barring Services (DBS) check and references. We are an equal opportunities employer.

Lord Wandsworth College is a registered charity (Number: 1143359) providing outstanding caring education for boys and girls since 1922.



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