

SUCCESS FOR ALL  
EDUCATIONAL TRUST



**Redden Court School**  
*Committed to Success for All*

OUTSTANDING IN ALL AREAS



# RECRUITMENT PACK

Dear Colleague,

**Post: SEND Administrator (Secondary)**

Thank you for your interest in this post. To help you decide if the job would suit you please read through this recruitment pack, which we hope will give you a flavour of what the school is about and of what we expect from the successful candidate.

Redden Court School is a high achieving, successful, well-ordered and caring mixed comprehensive school for students aged eleven to sixteen which was recognised as being an Outstanding School in 2022. We are very proud of our school, our students and the Harold Wood community in which we serve.

Our vision is focused on 'Commitment to Success for All' with aspiration for all members of our community. Redden Court is the founding member of the Success for All Educational Trust.

**If you would like to become a member of our thriving and successful community, please apply via 'Mynewterm' which can be accessed [here](#) by the deadline of Friday 6th June 2025 at 12pm. Interviews to take place week beginning 9th June 2025.** We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.

If you wish to have an informal discussion about the post before applying please feel free to contact Mr A. Robinson, Deputy SENCo on 01708 342293 or by emailing [arobinson1@reddencourtcloud.co.uk](mailto:arobinson1@reddencourtcloud.co.uk). Our last Ofsted report can be found [here](#)

I look forward to receiving your application.



Yours sincerely,

Mr A Henry  
Headteacher

## General Information

The Redden Court School motto "**Committed to Success for All**" embodies what our school believes in and represents our common goal. We aim to incorporate this vision into everyday school life and ensure that all students have the best opportunities made available to them. Success can and will be found in different goals for a vibrant and varied student body and we value all of our students as individuals with unique talents and interests. We support our students to always be the best that they can be.

### Notable Achievements

- In 2022, Redden Court School was recognised as being an Outstanding School with the additional accolade of being Outstanding in all areas
- In 2021, Ofsted recognised there was enough evidence of improved performance to suggest that the school could be judged outstanding if the inspectors were to carry out a section 5 inspection now. The school's next inspection will be a section 5 inspection
- In 2021 we were awarded the Wellbeing Award for Schools
- In 2020 we were awarded the SSAT award for exceptional outcomes for our SEND Students
- We have recently been re-accredited as a Thinking School by the CEDU at the University of Exeter
- In 2019 we were awarded the 'Quality in Careers' standard for our work in this area

### Building and Resources

The school is situated in Greater London, Romford, close to the M25, A12 and A127 and just 10 minutes walk from Harold Wood Railway Station. The school has on site parking for staff and visitors.

The school was built in 1931. Over the years we have expanded the site to accommodate our growing number of students, including two brand new buildings. We have new state of the art facilities in Science, technology and PE. Furthermore, there has been lots of renovation to the existing buildings which makes the school a pleasant learning environment for students and those to come. Our students enjoy well presented classrooms, clean and well kept facilities as well as pleasant dining and social time areas.

### SLT

- Mr A Henry, Headteacher
- Mr S Carrington, Deputy Head (Quality of Education)
- Mr K Ward, Deputy Head (Behaviour, Attitudes and Safeguarding)
- Miss T Greaves, Assistant Head (Curriculum, CPD and Teacher Training)
- Ms J Tyldesley, Assistant Head (Inclusion and SENCo)
- Mr T Hughes, Assistant Head (Student Achievement)
- Mr D Pendred, Assistant Head (Technology and Communication)
- Mr M Hoque, Assistant Head (Personal Development and Enrichment)
- Mrs C Jacques, Assistant Head (Teaching and Learning)

- Miss C Morris, Director of Administration

### Staff

We have 72 teachers, who are supported by 60 professional and competent Student Development Assistants and support staff. We work as a unified team to support and enhance the learning experiences of our students.

### Wellbeing

Redden Court values its staff's well being. We endeavour to offer a holistic approach to ensure all our stakeholders are supported in their emotional, physical and mental health.

We offer the following staff benefits:

- Child places at Redden Court School are available for staff who are employed at the school (subject to conditions).
- Career Development (apprenticeships, support towards achieving further qualifications, leadership programmes, progression opportunities, teacher training, shadow opportunities and a vast CPD programme of relevant courses)
- Pension
- Two week October half term
- All teaching staff are allocated a Chromebook
- Multi Gym available for staff use
- Staff supervision sessions with a trained professional
- Cycle-to-work scheme
- Regular staff social and get-together events
- A regular staff survey consults staff and takes actions based on the results.

### Edtech

Redden Court School has been recognised as a specialist of computing technology for over a decade, and has always invested in modern technology to enhance the curriculum.

The Department for Education selected Redden Court School in 2020 as one of its Edtech Demonstrator schools to support 100s of other schools in the country with their use of technology in education. This was initially to help schools to respond to the pandemic but the project has continued to expand. In 2017 Google selected us to become one of the only Google Reference Schools in the UK as a result of our success over the years, giving us early, exclusive access to upcoming tools and the opportunity to attend and showcase at events. We have also gained international recognition welcoming many visitors from abroad to support them with their own development.

Google Workspace for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device. In 2012, we adopted this free web-based communication and collaboration suite available to education establishments. With products including Gmail, Google Classroom, Calendar, Drive, Docs, Meet, Slides and Sites, we recognise the influence that these tools have on classroom and distance learning, our collaboration

inside and outside of school, improvements in administrative efficiency and providing remote access for all. This enables all our students and staff to have access to the most up-to-date technology.

We have also rolled out a 1:1 Chromebook scheme with our students, with many of them buying the device through us, as an affordable browser-based device that provides quick, simple access to our online platforms. We also provide teaching staff with a Chromebook to support our edtech focus. Staff are offered a wide range of CPD to develop their skills in this area.

### Recent Results

| <b>Results 2024</b>             | <b>Redden Court School</b> |
|---------------------------------|----------------------------|
| Progress 8                      | +0.33                      |
| Attainment 8                    | 51.1                       |
| 9-5% English & Maths (strong)   | 53%                        |
| 9-4% English & Maths (standard) | 75%                        |
| Ebacc % entered                 | 78%                        |
| Ebacc APS                       | 4.83                       |

### Pastoral Care

We currently have 1050 students at Redden Court School. The pastoral team is particularly well staffed and this allows us to form a wide and comprehensive net of care around our student body.

The team is made of:

- Deputy Head - Pastoral Care
- Pastoral Director
- 5 non-teaching Heads of Year
- Home School Support Worker
- Education Welfare Officer
- 2 Learning Mentors
- 3 Student Service Officers
- Pastoral Support Officer
- Pastoral Administration

We also buy in counselling and mentoring services which, taken as a whole, provides a support base to our students which is second to none.

### **SEND**

We are proud of our reputation for achieving exceptional outcomes for our children with special educational needs and disabilities. We are a large faculty including two SENCOs, a deputy SENCO, six teachers of SEND, 25 Student Development Assistants and a SEND administrator.

We support our students with SEND in mainstream with a combination of in-class support systems and withdrawn interventions. The school boasts a large specialist

provision for children with significant learning needs who are educated separately from the mainstream classes

The school has a large specialist provision for children with significant learning needs. These children are taught in their own special classes by the SEND team of teachers and study a broad, bespoke curriculum which includes speech and language therapy, social skills and life skills classes.

Redden Court also supports some children with EHCPs using our Additional Resourced Provision (ARP) funding. We are pleased to be able to offer bespoke packages of support for our children with the most complex needs both in our specialist provision and in the mainstream classes.

Working in the SEND faculty is a rewarding experience with much variety and interest throughout each day. There are opportunities to learn about provision for children with SEND both in and out of the SEND Faculty.

### CPD and Training

We invest heavily in our own staff training and development at all levels, from Initial Teacher Training, Associate and support Staff, through to Senior Leadership level. We run an in-house comprehensive programme each year which includes whole school CPD, faculty training, ECT and RQT professional studies, ASPIRE Teaching and Learning workshops and additional voluntary training sessions. We also offer a wide range of opportunities for staff to gain leadership experience such as termly or yearly secondments onto the pastoral team or senior leadership team. In addition we subscribe to the National College and actively encourage staff to take responsibility for their own professional development by completing courses and certificates online.

### Values and Ethos

At Redden Court School our staff values are closely aligned to our student values, ASPIRE. Every individual is valued for what they contribute to our community.

- ★ **Ambitious** - To be passionate in our desire and determination to achieve success and exceed our potential.
- ★ **Supportive** - To provide encouragement, physical and emotional support to others where it is needed.
- ★ **Professional** - To recognise ourselves as role models and demonstrate positive examples to students and each other at all times.
- ★ **Innovative** - To be creative and open to change and new ideas.
- ★ **Respectful** - To treat others with dignity and respect; to celebrate and welcome diversity.
- ★ **Equality** - To promote and ensure that every individual has an equal opportunity to make the most of their lives and talents.

Collectively these values help to raise standards, develop positive behaviours and develop individuals. We recognise that through these values our staff work towards a common goal that supports the vision for our school.

## Advert

### **SEND Administrator (Secondary)**

**Scale 4, Point 7-10**

**Actual Salary - £24,594 - £25,670**

**36 hours per week - 38 weeks per year - Term Time only**

**Required as soon as possible**

*"Pupils are proud to attend this school. They say it is friendly, warm and safe. Pupils have respectful relationships with teachers."*

*"Teachers are enthusiastic subject experts. They check pupils' understanding often. Pupils' work and attitudes to learning reflect teachers' high expectations."*

*"Pupils flourish here. They work hard in class and take their education seriously"*

*"The provision for pupils' wider development is exceptionally well thought through"*

*"Leaders have high expectations of all pupils' achievement"*

*"The behaviour of pupils is exemplary. Pupils are motivated by rewards for showing their positive attitudes, such as trying hard in class or being helpful around the school. They are polite and respectful and readily celebrate their peers' successes"*

**Ofsted**

We are seeking a SEND Administrator who can make a significant impact on the whole school. Due to the very large number of children with SEND at Redden Court School, the role of SEND Administrator is a key one. We are looking for a flexible, well-organised person with strong administrative skills, and a genuine understanding of SEND, including relevant legislation and policies. Our new SEND Administrator will need to be detail-oriented, and able to manage multiple tasks while maintaining confidentiality and a calm, professional demeanor under pressure. The right person will be a team player and adopt a patient and empathic approach when dealing with parents, students and school staff.

As an Ofsted Outstanding school, we believe in Committed to Success for All and continuing professional development and developing the skills and knowledge of our staff through a thorough appraisal system.

As an employee you will have access to the Local Government Pension Scheme and access to the Schools Medicash and Health Assured Employee Programme.

Child places at Redden Court School are available for staff who are employed at the school.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. We require the successful

candidate to undertake an enhanced criminal records check via the Disclosure and Barring Service.

At Redden Court School we are dedicated to building and embracing a diverse, inclusive and equitable school environment. This ensures that everyone is welcome, included and given the opportunity to take part. We recognise and celebrate the range of diverse qualities that we all bring. We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender identity, ethnic origin, disability, age or sexual orientation.

References from 2 previous employers will be sought prior to interview.

**To apply and for further information please click [here](#) by the deadline of Friday 6th June 2025 at 12pm. Interviews to take place week beginning 9th June 2025.**

*We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.*

## Job Profile

|                    |   |
|--------------------|---|
| <b>Job Title:</b>  | <b>SEND Administrator</b>                         |
| <b>Grade:</b>      | <b>APTC4</b>                                      |
| <b>School:</b>     | <b>Redden Court School</b>                        |
| <b>Reports to:</b> | <b>Head of Inclusion Faculty and Deputy SENCo</b> |

### Main purpose of the job

The SEND Administrator is a member of a team responsible for the education and care of the children with Special Needs in the school. The post holder is responsible for the administrative support for the wider team and ensuring that all administrative tasks are completed competently, efficiently and within defined time scales.

The SEND Administrator works under the direction and control of the Head of Inclusion and Deputy SENCo, whilst providing administrative support to the SEND Teachers and Student Development Assistants.

The post holder is expected to support other schools within the Multi Academy Trust in establishing efficient administrative functions.

### Key responsibilities

- **Record Keeping:** Maintaining accurate and up-to-date records of students with SEND on the SEND Register, including their Education and Health Care Plans, Student Passports, medical information, reports and other relevant documents.
- **Meeting Support:** Providing administrative support for SEND meetings, such as annual review meetings and parent consultation meetings, including booking multiple attendees from school and outside agencies. Taking minutes of meetings as required.
- **Communication:** Supporting communication with parents, staff, and external agencies regarding SEND provision. Sending ParentPay messages, emails and letters, answering and directing queries.
- **Referral Processes:** Assisting with referrals to outside agencies such as the Paediatrician, CAMHs, and managing paperwork.
- **Data Management:** Collecting, analysing, and reporting on SEND data. Keeping the SEND Register up to date and accurate.
- **General Support:** Providing general administrative support to the SENCO and SEND team: manage the diaries of the SENCOs and Deputy SENCO, update and maintain the SEND school calendar, manage and organise completed forms from parents, submit purchase order forms to the Trust finance office and archiving of old records and completing sundry administrative tasks as requested by the SENCOs and Deputy to the SENCOs.
- **Data Protection:** Ensuring compliance with data protection regulations.

- **Safeguarding:** Promoting and modelling the school's safeguarding principles.

**Notes:**

1. Redden Court School has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training
2. The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role
3. The post holder is expected to demonstrate a flexible approach in the delivery of work. Consequently the post holder may be required to perform work not specifically identified in the job description, but which is in line with the general level of responsibility of the post.
4. This job description will be subject to review with the post holder after one year and may then be reviewed from time to time

**Signed:** .....

**Date:** .....

**Signed:** .....

**Date:** .....

*(Head Teacher)*

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| Redden Court School is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people |
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## SEND Administrator Person Specification

| <b>Skills and Abilities</b>   | <b>Essential</b> | <b>Desirable</b> | <b>Assessed by</b>      |
|---|------------------|------------------|-------------------------|
| Experience working in an administrative capacity, preferably within a school or similar setting.                                | X                |                  | Application & interview |
| Excellent written and verbal communication skills to effectively interact with staff, students, parents, and external agencies. | X                |                  | Application & interview |
| Strong IT skills  | X                |                  | Application & interview |
| Excellent organisational and time management skills to manage workloads, prioritise tasks, and meet deadlines.                  | X                |                  | Application & interview |
| Ability to work effectively as part of a team and collaborate with colleagues.  | X                |                  | Application & interview |
| High attention to detail and the ability to work accurately.  | X                |                  | Application & interview |
| Understanding and commitment to maintaining confidentiality.  | X                |                  | Application & interview |
| Ability to identify and resolve problems effectively.   | X                |                  | Application & interview |
| Willingness to adapt to changing needs and circumstances  | X                |                  | Application & interview |
| Ability to be proactive and take initiative.  | X                |                  | Application & interview |
| <b>Knowledge</b>  |                  |                  |                         |
| A good understanding of SEND and the SEND Code of Practice.   |                  | X                | Application & interview |
| Experience with Education, Health and Care Plans (EHCPs).   |                  | X                | Application & interview |
| Experience of liaising with Local Authorities.  |                  | X                | Application & interview |
| Experience working in a SEND department.  |                  | X                | Application & interview |
| <b>Qualifications and Experience</b>  |                  |                  |                         |
| NVQ 3 or equivalent in a relevant discipline, or specific qualifications related to SEND.                                       |                  | X                | Interview               |