

RECRUITMENT INFORMATION & CANDIDATE PACK



SEN Administrator (Maternity Cover)

Scale 4, Point 7 – 10

£30,987 - £32,346 (all year round)

Closing Date: Wednesday 9th July 2025

Interview Date: To be confirmed

AMBITION | INSPIRATION | OPPORTUNITY

Letter from the Headteacher

Dear Applicant,

Thank you for your interest in Regent High School, and the post of SEN Administrator (Maternity Cover).

'The curriculum is ambitious...Pupils are proud to come here' (Ofsted, February 2023)

Regent High School is an 11-19 co-educational comprehensive school with an inspiring and dynamic curriculum that challenges all students to realise their full potential. We equip students with the skills required for success as dynamic citizens of the 21st century. Students thrive at Regent High School and leave us as inspired, independent and articulate young adults, ready to enter the world as ambitious global citizens.

Ofsted heaped praise upon Regent High School following their visit in February 2023 noting; *'The curriculum is broad and often exceeds what is expected nationally,'* with *'staff having high expectations of pupil's learning.'* As a result, we continue to be a good school. The leadership team's continued drive for success was recognised by Ofsted in the provision of *'effective support and subject specific training for all staff.'*

We are proud of our achievements and have a determined vision for the future, centering on our stimulating curriculum and state-of-the-art facilities; we look forward to even more successes and achievements as we continue on our journey to outstanding.

As a nationally recognised award-winning school in Somers Town, we are currently oversubscribed. Having featured on a number of television programmes including, ITV, Channel 5, The One Show, The Met: Policing London and Britain's Classroom Heroes, awareness and excitement surrounding the school has grown steadily.

- Two TES Award nominations in 5 years
 - Headteacher of the Year 2018
 - Secondary School of the Year 2022
- Two Pearson Silver Award winners in 4 years
 - Teaching Assistant of the Year 2019
 - Secondary School of the Year 2022

The school continues to go from strength to strength.

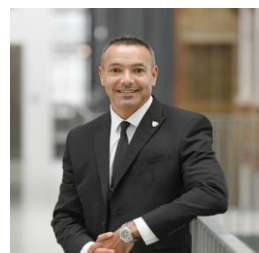
As a member of staff at Regent High School you will be joining an outstanding team of dedicated colleagues who ensure our students are given the best possible education to become confident, successful and independent young learners. At Regent High School we pride ourselves on our creative and dynamic learning environment, enriched by our staff, students and network of partners. We encourage personal creativity and welcome innovative, forward-thinking ideas from staff.

Teamwork is at the heart of all that we do, and by working together we aim to secure a successful future for all our students. We encourage staff to spend some time with us before starting in their new role to gain a real understanding of our ethos and what we have to offer.

Please visit the 'Vacancies' section of our website – www.regenthighschool.org.uk – to download further information about our school to support your decision about applying for a post at Regent High School.

I very much look forward to receiving your application

Mr G Moore
Headteacher



Our vision

Our vision is to produce students who are creative, independent and resilient global citizens of the 21st century. Our global, outward-looking approach to teaching and learning ensures our young people are successful, confident, adaptable and flexible, equipped to be successful in any pathway they choose.

As a member of staff at our school we ask you to understand, share and embrace our vision, ensuring that our values, vision and ethos are implemented in everyday practice. We have high expectations for both teaching and learning and have a strong focus on achievement and attainment. We are constantly looking for new models and teaching strategies to ensure our students are fully prepared to meet the growing demands of the 21st century. We encourage all members of staff and students to be innovative and inspiring thinkers.

Our mission

- Offering an inspiring, dynamic and rigorous curriculum that meets the needs, interests and abilities of all children
- Encouraging students to reach, challenge and exceed their potential
- Providing a supportive and structured learning environment where students thrive
- Working with external partners to provide enhancing and enriching opportunities for every student
- Ensuring our students leave us as confident, articulate young adults ready to enter university or the world of work
- Getting to know every child so that their individual needs are met, their abilities are understood and their talents are developed

Our offering

As a member of staff at Regent High School you will be joining an outstanding team of dedicated staff who ensure our students are given the best possible education to become confident, successful and independent young learners. At Regent High School, we pride ourselves on our creative and dynamic learning environment, enriched by our staff, students and network of partners. We encourage personal creativity and welcome innovative, forward-thinking ideas from staff.

Teamwork is at the heart of everything we do, and by working together we aim to secure a successful future for all of our students. We encourage staff to spend some time with us before starting in their new role to gain a real understanding of our ethos and what we have to offer.

Induction

When you join us at Regent High School, you will benefit from a personalised approach to your continuing professional development (CPD) providing you with extensive opportunities for personal and professional gain. We believe there is always room for personal development and growth; therefore, we encourage all members of staff to continue to challenge themselves and make the most of the opportunities we offer.

Our partnerships

Supporting our vision, Regent High School's Strategic Goals include the following objectives:

- Regent High School is the hub for a network of strategic partners with whom we learn and share expertise;
- Regent High School is the parental school and Sixth Form of choice in local and wider community.

Our Partnership Strategy of effective working with the variety of local organisations readily accessible to the school is integral to achieving our vision.

The advantageous location of the school in Camden gives it proximity to a number of high-profile, world-class institutions; the school is very fortunate to have several prestigious partners that help to raise students' aspirations and prepare them for study, work and their lives beyond school. Some of these include;

- The UCL Institute of Education
- UCL
- The Wellcome Trust
- The Francis Crick Institute
- British Land,
- Central Saint Martins College of Arts and Design,
- University of the Arts London
- Regent's University London
- The British Library
- The British Museum
- The Roundhouse
- Global Generation
- Future First
- Somers Town Community Association

Regent High School was also the first school, and is still the only secondary school, to be one of the more than 65 members of the King's Cross Knowledge Quarter which is an exciting gateway to knowledge for those who study, live or work in this dynamic part of London. Our partnerships have demonstrable impact on students' intellectual and socio-cultural development.

International partnerships include links with schools in Burundi and – through an Erasmus+ project for which Regent High School is the lead partner – Germany, Hungary and Spain. We have held a Leading Parent Partnership Award (LPPA) for four years.

With a view to promoting the outward facing nature of the school, there is plenty to be done in maximising the potential benefits of these impressive and expanding partnerships in preparing our students for higher education, developing employability skills and promoting an understanding of the global world of work. This is in addition to the benefits the partnerships are bringing in supporting the curriculum at subject level for STEM and arts courses.

School Context and Characteristics

Ambitious and vibrant are descriptors of our students, who feel safe in our close-knit community. The vast majority appreciate the value of education and are excellent ambassadors for Regent High School, whilst the inspiring learning environment has led to significant improvement in levels of engagement and satisfaction. They form strong friendship groups and are supportive of each other.

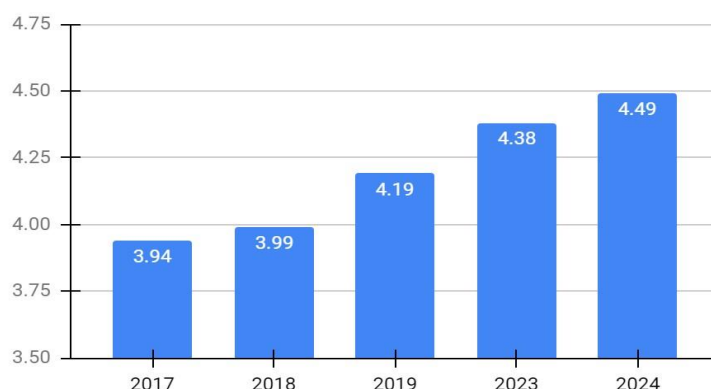


As a school which serves the local community, we celebrate, cherish and benefit from the rich diversity among our students. An inclusive approach is integral to our school ethos and permeates everything we do.

Number on roll	1098
% girls	43
% boys	57
% FSM	62
% SEN	21
% EAL	57
LAC	4
% PPI	67

Ethnic Group	
White British	5.3%
Bangladeshi	37%
Black British-Africa	19.2%
White Other	1.7%
Somali	12%

Average grade attained by Year 11



Regent High School is a co-educational comprehensive school with 1080 students and 145 staff (fulltime equivalent). The school is based in Somers Town in the London Borough of Camden.

Somers Town is in a ward which ranks in the most deprived 5% of neighbourhoods nationally in terms of socio-economic disadvantage. Many students at Regent High School face a number of complex barriers to being able to realise their full potential. This can affect their attainment, progression into higher education and into the world of work. The school is in the top 20% of all school for the proportion of Free School Meals (59%) and Pupil Premium (67%). The economic poverty within the area directly affects our students as they may have few creative and cultural experiences outside of school.

Our diverse school community speaks over 38 languages, with 79% of students speaking a language in addition to English at home.

Primary partnerships

We work closely with our primary partners to ensure a smooth transition from primary to secondary school. We offer a number of transition programmes to invite prospective parents and pupils into the school before they start, establishing strong communications with parents from the outset. These include an annual Friendship Afternoons, curriculum-based projects and an Induction Day to guarantee pupils are confident before starting secondary school.

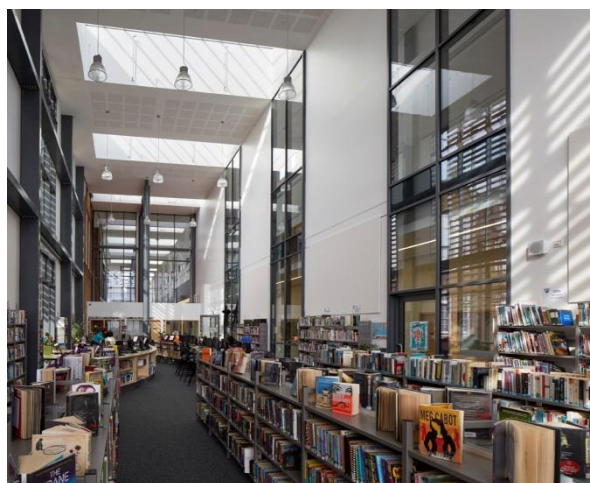


Our Facilities

Our £25m new building, completed in December 2014, was awarded a prestigious 2015 Camden Design Award, and has been shortlisted for a RIBA London award. The new facilities provide a fully equipped fitness suite, three all-weather multi-use pitches, science laboratories, a theatre with professional lighting and staging, drama studios, music recital rooms, music technology suite, a recording studio, four art studios, a media studies suite with Mac computers and a large library with a collection of over 12,000 books and other resources and with outstanding facilities for independent study.

The Camden Design Award panel described the Regent High School project as 'an accomplished and sleek re-imagination of an entire school despite budgetary constraints; re-orientating its entrance; providing high-quality teaching accommodation; improving community facilities and celebrating its role in the heart of Somers Town. Natural light, transparency and openness flood the site with a sense of wellbeing, connecting occupants to the landscape and bringing a positive contribution to the cityscape'.

Students respect their revitalised school buildings; the bright, clean and spacious learning environment provides a hub for the local community and partner primary schools. Increasing the use of these facilities is a work in progress, with potential to enhance community use, for both leisure and learning.



Travel

Staff are encouraged to use sustainable forms of transport to and from work. The nearest London Underground stations are Mornington Crescent, Euston and King's Cross St. Pancras. National Rail services operate from the nearby London King's Cross, London St. Pancras and London Euston stations.

Covered cycle parking is provided at the school including a dedicated secure area for staff cycles. Staff can take advantage of Camden Council's season ticket and cycle purchase loan schemes.

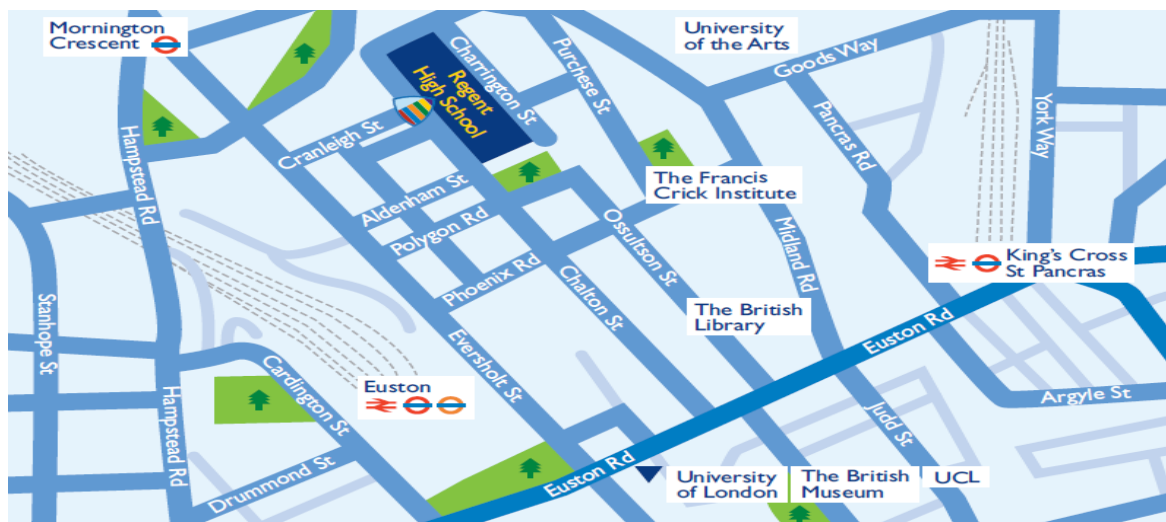
Living and working in Camden

The Borough of Camden is located just north of central London and is a thriving place to live and work. Famous for Camden Market, attracting an array of visitors throughout the year and surrounded by beautiful settings, the Borough of Camden is a dynamic and unique place to live.

Camden's industrial heritage has made way for retail, tourism and entertainment, including a number of markets and music venues. The markets are a major tourist attraction at weekends, selling goods of all types including fashion, lifestyle, books, food, antiques and more bizarre items.

Although noted for its music venues, restaurants and energetic atmosphere the abundance of open spaces including the beautiful Regent's Park and Hampstead Heath means that there is plenty of room to get away from the hustle and bustle of city life. There is something for everyone in Camden, whether you want to enjoy the vibrant pace of life in Camden Town, or relax in the more rural environment of Hampstead.

Camden enjoys an outstanding public transport service with a range of buses running 24 hours a day. Unique to the area are the excellent underground and national rail links from King's Cross and Euston. St Pancras International, less than 10 minutes' walk from Regent High School, offers high speed services to Kent as well as a gateway to Paris, Brussels and beyond.



Regent High School

Chalton Street, London, NW1 1RX

SEN Administrator (Maternity Cover)

Scale 4, Point 7 – 10

£30,987 - £32,346 (all year round)

Required for September 2025

Regent High School is an inclusive secondary environment where diversity is valued and staff have high expectations of learning. Pupils are well behaved and proud to attend the school. Leaders provide effective support and subject-specific training for all staff. 95% of all employees enjoy working here (OFSTED, February 2023)

Regent High School is a nationally recognised and highly regarded school, celebrated both within Camden and beyond for its innovative approach to education and excellent outcomes for students. With a student population of 1,100, we are proud to have been nominated for prestigious awards including TES and Pearson, and we have consistently achieved 'Good' Ofsted ratings (2018, 2022, 2023).

We are looking for a highly organised and efficient individual to join our team as an SEN Administrator. This is a fantastic opportunity to support the school's SENCo and Special Educational Needs (SEN) team through vital administrative duties. The successful candidate will be instrumental in coordinating the EHCP review process and ensuring its smooth delivery, working collaboratively with staff, parents, and external partners.

Regent High School is an 11-19 mixed comprehensive school with an inspiring and dynamic curriculum that challenges all students to realise their full potential and equips them with the skills required for success in the competitive 21st century. The school prides itself on the extensive array of opportunities it offers students and staff, through the school's established business, commercial and creative partnerships. Opportunities range from careers projects with The British Land, to the successful mentoring programme with The Rothschild Group and film-making projects with the British Library.

For further information about the post, informal visits to the school and an application pack, please visit our website at www.regenthighschool.org.uk.

Key dates

Closing Date: Wednesday 9th July 2025 at 09:00

Interviews: To be confirmed

Regent High School is committed to safeguarding and promoting the welfare of children and young people. All successful candidates will be subject to an enhanced DBS check, and other online searches.

SEN Administrator

JOB DESCRIPTION

Post: SEN Administrator

Salary Scale: Scale 4 (Point 7 – 10)

Hours: 35 hours a week (all year round)

This includes a 50 minute unpaid lunch break.

Contract Type: Fixed term (maternity cover)

Section A: Job Purpose

To support the school's SENDCo and Special Educational Needs (SEN) team through vital administrative duties. The successful candidate will be instrumental in coordinating the EHCP review process and ensuring its smooth delivery, working collaboratively with staff, parents, and external partners.

This is an excellent opportunity for a committed professional to contribute to a school that prioritises high standards and student success.

Accountable to: Assistant Headteacher and SENDCo

Main Duties and Responsibilities

- Demonstrate high professional standards at all times
- Assist in maintaining good order and discipline at all times and promote amongst students an understanding and appreciation of the school's behaviour policy
- Participate in the agreed systems for performance management
- Undertake training as appropriate
- Liaise with parents as appropriate to foster good links between home, school and other organisations
- Contribute to the provision of appropriate learning resources at the request of the teacher.
- Ensure that high standards of health and safety are adhered to at all times, that accommodation and resources are kept appropriately secure and that concerns or details of accidents/incidents are reported as necessary
- Administer first aid or carry out simple medical procedures in line with LA guidelines
- Liaise with parents and external professionals in a professional and welcoming manner
- Deal effectively and efficiently with telephone or email enquiries related to SEND, routing calls to the appropriate member of Sfl staff as required
- Undertake all tasks involved in the management of SEND information and documentation including, but not limited to, Provision Map, Medical Tracker, annual reviews and referrals
- Support with meeting arrangements including use of room booking system, arrangement facilities, greeting and escorting visitors and liaising with staff, parents and external agencies as required
- Provide full clerical and administrative support to the Head of Sfl and SENDCos as required
- Undertake any other duties within the scope and purpose of this role as directed by the line manager

PERSON SPECIFICATION – SEN ADMINISTRATOR

QUALIFICATIONS

- Good standard of general education including GCSE English and Maths at grade C (Level 4) or above or equivalent
- Educated to degree level or equivalent
- Additional qualifications relevant to the role (desirable)

EXPERIENCE

- Experience of communicating with people from a wide range of backgrounds including young people of secondary school age

ABILITIES / SKILLS

- Good interpersonal skills and ability to communicate effectively both orally and in writing, including dealing with people at all levels
- Good ICT skills including some familiarity with school management information systems or willingness to undertake training in these
- Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach
- Ability to work under pressure and ensure that deadlines are met
- Ability to work methodically and accurately to guidelines
- Awareness of responsibilities in the area of Health & Safety, and have the ability to undertake training and take on First Aid responsibilities

BEHAVIOURS

- Proven competence in the following areas:
 - a. Working independently or as part of a team
 - b. Working in a positive and energising manner
 - c. Showing grace under pressure / leading and managing change
 - d. Problem-solving
 - e. Achieving successful outcomes
- A good health, punctuality and attendance record*

COMMITMENTS

- Proven commitment in promoting and safeguarding the welfare of children, young and vulnerable people that you are responsible for or encounter
- Proven commitment to ensuring that the principles and policies of equal opportunities deliver excellent outcomes for all members of the school community
- Commitment to the community ethos of the school
- Commitment to your continuing professional development

* This information will only be requested post-offer of employment