Ackworth School
NON SIBI SED OMNIBUS
1779

ADMISSIONS AND TRANSITIONS LEAD (SEND)

12-month paternity cover – January 2027 to December 2027

To provide an exceptional, holistic and inclusive Quaker education, nurturing young people to flourish and therefore play their part in creating a better world.

The Autism Resource, part of Ackworth School; an all through day and boarding school from ages 2.5 - 25, is a purpose developed specialist provision, within the mainstream school with 46 registered students. Pupils are generally between the ages of 11 - 20 and places are always in high demand due to the success of the provision that we offer together with the benefits of the inclusive nature and not to mention the facilities of a mainstream setting.

The BRIDGE is a newly developed provision that sits within the senior school and supports SEND pupils including those with EHCPs. It is guided by the principles of belonging, respect, inclusion, diversity, growth and equality. It ensures that all pupils are supported to grow in confidence, develop resilience and thrive both academically and personally.

As a Quaker school, it maintains its ethos and traditions, and is still governed by the Society, although only a small number of pupils are from the Quaker tradition. The school is academically non-selective and provides an excellent range of facilities and extra-curricular opportunities. Our pupils are one of Ackworth's USP's. Visitors to the school never fail to acknowledge how amazing they are and how positive the encounter is.

An opportunity has arisen for a suitably experienced Admissions and Transitions Lead to work alongside key SEND staff and the admissions team within school to provide a specialist point of contact for parents looking for a place at Ackworth. The role will work to assess need and understand how we can best support SEND pupils within the different provisions that we have on offer and then ensure a smooth transition into school once they have joined. For this reason, an excellent knowledge of SEND provision and how this can translate into a seamless and successful admission into school is essential. A passion to offer an excellent level of customer service through great communication skills as well as giving parents confidence in our offer is paramount.

In return we offer:

- a competitive salary (based on 34 teaching weeks)
- generous fee remission of up to 50% for the children of our staff.
- all food and refreshments during the working day.
- free on-site parking.
- flexible pension and health benefits.
- a supportive and friendly environment based on the Quaker ethos of the school.
- a committed parent community which plays an active part in the school.
- a beautiful working location in an ideal location within easy travelling distance of the main centres of Sheffield, Leeds, Doncaster and York.

The working hours are 22.5 per week worked over three days as a minimum and term time only plus ten days (36 weeks). The actual salary for this role is £15,060.20

Please visit the school's website for a full job description.

We will only accept applications that are submitted on an application form. We cannot accept CVs. Forms are downloadable from the school's website.

The closing date is **Friday 4 December 2026** at **9.00 a.m.**

Interviews will be held on **Thursday 10 December 2026**.

For an informal and confidential discussion, please contact our HR department on 01977 233600. We are happy to accommodate tours prior to the closing date.

Applicants should carefully read the Recruitment, Selection and Disclosure Policy and our Recruitment Process. Our recruitment privacy notice is also available on our website within "Working for Us".

Ackworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service. Applicants should also be in sympathy with the School's Quaker ethos.