Job Title	SEND Admissions and Transitions Lead
Date	November 2026
Department	SEND/Admissions
Reports to	Assistant Head (Inclusion & SENDCo) / Director of Marketing, Admissions and Communications

Purpose of the Role

To provide effective and efficient administrative support to the school with responsibility for SEND admissions across Coram House, Senior School, the BRIDGE and Autism Resource.

Supporting the Assistant Head (Inclusion & SENDCo) and Director of Marketing, Admissions & Communications in providing a cohesive, well-managed and efficient admissions process for pupils with SEND.

Departmental Information

Ackworth's dedicated Learning Support Department provides tailored assistance for pupils with special educational needs and/or disabilities (SEND), or those needing help with specific areas of learning.

The goal is to ensure all pupils have the best opportunity to succeed alongside their peers, through support such as timetable adjustments, one-to-one interventions, and exam access arrangements. Support is adapted to individual needs, ranging from short-term interventions to more sustained help, including for those with Education, Health and Care Plans (EHCPs), which can be applied for with guidance from the SENCo.

A key part of this journey includes evaluating the need for exam access arrangements such as extra time, a reader, or a scribe. The school follows the Assess, Plan, Do, Review cycle, identifying needs throughout Key Stage 3 and formally assessing in Year 9 to plan for GCSEs and beyond.

Commented [JB1]: @EXB - Is this still true?

Main Roles and Responsibilities

- Manage the SEND enquiries email account, being a point of contact for initial enquires linked to SEND, both in mainstream school, the BRIDGE and Autism Resource.
- Organise tours of the school for parents of children with SEND.

- Regularly liaise with the Director of Marketing, Admissions & Communication, Assistant Head (Inclusion & SENDCo) and Head of Coram House to ensure that information being shared with parents and local authorities is accurate and reflective of the school's marketing stance.
- Review legal documents attached to consultations for placement, ensuring that responses to Local Authorities are robust, adhere to the SEND Code of Practice and are sent within statutory deadlines.
- Support the Assistant Head (Inclusion & SENDCo) and Director of Marketing with reviewing relevant paperwork and making recommendations for offers (either in the BRIDGE, AR or in mainstream).
- Manage the assessment process of pupils with SEND, to include visits to the child's current setting, conversation with key professionals, the organisation of taster days and meetings with the family.
- Advise the Assistant Head (Inclusion & SENDCo) and Director of Marketing on the level of support needed for pupils in mainstream and associated additional costs prior to offers being made.
- Support transitions of SEND pupils into the school.

Person Specification

Educational Attainment and Qualifications

Good education to GCSE grade C or above (or equivalent), including English and Maths.

Experience, Knowledge & Skills

- Good knowledge of the SEND Code of Practice, particularly in relation to admissions and transition.
- Excellent communicator.
- Excellent administration skills.
- Fluent with Google suite of applications.

- Ability to liaise with families, colleagues and students.
- Ability to work independently as well as within a team.
- Highly organised with meticulous attention to detail.
- Experience of school management information systems (MIS).
- The ability to multitask and manage interruption.
- The ability to make accurate judgment.
- The ability to work calmly under pressure.

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. All staff are required to understand and adhere to the Schools Health and Safety policies.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the school. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.