



# SEAHAM HIGH SCHOOL



## SEND OPERATIONS MANAGER

### APPLICATION INFORMATION PACK



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# SCHOOL INFORMATION

Seaham High School is a popular and oversubscribed purpose built, fully comprehensive school of around 1100 students. Numbers have increased rapidly and are above expectations due to the growing popularity of the school. Virtually all our students come from the town of Seaham, which is a developing community as a result of local regeneration projects. The town is surrounded by beautiful countryside and is only 14 miles from the city of Durham. You can take a virtual tour of the school on our website.

We converted to become an Academy and joined the Eden Learning Trust on September 1st 2020.

When the school was inspected in 2023, inspectors judged the school to be good in all areas. Ofsted made the following comments:

- “This school is a place where pupils can be themselves and where tolerance and respect are understood by the pupils who attend”
- “There are strong relationships between staff and pupils”
- “The vast majority of staff feel well supported by leaders and recognise the steps that leaders have taken to prioritise their well-being”
- “Leaders at all levels have a clear vision and an understanding of the school’s strengths and areas for development”

We have a high quality and bespoke professional development programme. We value our staff and provide training to all at a personal level. Staff turnover is traditionally low.

For our students at Seaham, we aim to promote the highest standards of attainment both inside and outside the curriculum; and from our students we expect equally high standards of behaviour, dress, courtesy, and a firm commitment to their studies and to the wider life of the school. We value all our students and are inclusive in our approach, thus we have a wide range of types of support being given to children throughout their subject lessons as well as through our Personal, Social, Health and Citizenship curriculum.

As a school we place great emphasis on developing the self-confidence, skills and values that will enable our students to make a positive contribution to our constantly changing 21st Century world. We are a learning community that aims to equip our students with an approach to learning and knowledge which ensures that they are fully prepared to progress to further or higher education and to an increasingly demanding workplace. Pastoral arrangements see our students in Year Groups led by a Year Leader. Seaham High School moved into its new build in September 2016. It is a state of the art building for delivering education in the 21st Century. Students and staff appreciate the first rate facilities which support the high quality education which is accessible to all.



# SAFER RECRUITMENT STATEMENT

Seaham High School are committed to safeguarding and promoting the welfare of all children and young people, and expect all staff and volunteers to share this commitment.

Applicants are advised:

- When applying you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers. Any gaps in employment will be explored.
- All references will be applied for in writing prior to interview and referees will be contacted to verify their authenticity. A reference pro-forma will be used without exception meaning that open or letter references will not be accepted.
- Seaham High School reserves the right to contact your present employer and any previous employer.
- Employers will be asked about disciplinary offences, including those, which have expired
- The post for which you are applying is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
- If successful in the selection process, you should be aware that you will be required to undergo an enhanced check carried out by the Disclosure and Barring Service (DBS) to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter.
- An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000)
- Confirmation of your identity will be undertaken through the production of a passport/driving license/birth, marriage or divorce certificates and educational/professional qualifications will be verified.
- Seaham High School will only offer appointments if the above checks are satisfactory and will allow no unsupervised access to children before completion of all checks.
- Preliminary interviews will be used to ensure that applicants have a full understanding of the requirements of the job and its difficulties and our young people may be involved in the selection process.
- As part of the due diligence, an online search will be carried out on shortlisted candidates and may be explored further with any applicant at the interview
- A probationary period of six months is standard practice for all new support staff appointments to Local Government.



# SAFER RECRUITMENT PRE-EMPLOYMENT CHECKS

At Seaham High School safeguarding children is our number one priority and all interview panels will include a member of staff trained in Safer Recruitment. Safeguarding is the responsibility of everyone at Seaham High School and we have a number of mechanisms in school for students and staff to identify their concerns.

Applicants are advised that:

As part of the recruitment process all positions will be subject to pre-employment checks which will include:

- Application form including a thorough review of employment history
- Identity confirmation checks informed by ID checking guidelines (DBS)
- Formal Interview
- Enhanced DBS
- Barring list checks
- Right to work in UK
- References – all references will be sought prior to interview as a matter of course
- Referee – confirmation of identity of candidate and referee. Confirmation of any ambiguities within references
- Disqualification for Caring for Children
- Occupational Health Screening (if applicable)
- Confirmation of identity check
- Confirmation of reference integrity by telephone
- Criminal records checks for overseas applicants (where applicable)
- Obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant worked. (where applicable)
- The interview process will also include safeguarding elements.

Our safeguarding processes are reviewed regularly in line with the most recent Keeping Children Safe in Education guidance (KCSIE).

- Please see our Child Protection within Safeguarding Policy within the Policies section
- Please see our Recruitment and Selection Policy within the Policies section
- Please see our Private Notice – Job Applicants within the Contact Us section



# JOB ADVERT

**Post Title: SEND Operations Manager**  
**Grade: 9, SCP 24-28**  
**Salary: £35,412 - £39,152 Pro Rata**  
**(Actual Salary: £30,645 - £33,881 per annum)**  
**Hours - 37 hours per week**  
**Contract Type: Term Time**  
**Start Date: As soon as possible**

We are seeking to appoint an enthusiastic, caring and committed individual to complement and support our SEN provision.

Seaham High School (part of Eden Learning Trust), is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). As part of the due diligence, an online search will be carried out on shortlisted candidates and may be explored further with any applicant at the interview.

Seaham High School is an equal opportunity employer and welcomes applications irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

## **Deadline:**

The closing date for application is noon on **Friday 22nd May 2026**.

## **How to apply:**

Application Information Pack and Application Forms are available from the school's website: <https://www.seahamhighschool.com/> or contact the school at [hr@seahamhighschool.com](mailto:hr@seahamhighschool.com)  
Completed applications should also be returned to [hr@seahamhighschool.com](mailto:hr@seahamhighschool.com)

Please note that we are unable to accept CVs and only fully completed school application forms will be considered.



# JOB DESCRIPTION

**Post Title:** SEND Operations Manager  
**Reporting to:** SENDCO  
**Grade:** Grade 9, SCP 24-28  
**Actual Salary:** £30,645 - £33,881 per annum  
**Hours:** 37 hours per week  
**Contract Type:** Term Time

## **Core Purpose:**

To oversee the daily operation of the Learning Support department, providing effective support and admin to the SENDCO, ensuring efficient use of resources including leading and deploying the Learning Support team, coordinating staff and student timetables with the aim of ensuring high quality provision for students with SEND.

The role supports the SENDCO with statutory processes such as EHCP needs assessments, annual reviews, and multiagency liaison, while maintaining strong communication with parents/carers and external professionals. It also plays a key part in Year 6, in year transfer and post 16 transition, pastoral collaboration, and the organisation of SEND related activities and visits.

## **Responsibilities for all support staff:**

- Promote the values and aims of the School and Multi Academy Trust
- Follow all relevant school policies and expectations as outlined in the school handbook
- To be aware of, and assume the appropriate level of responsibility, for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- Create and maintain effective partnerships with parents and carers.
- Treat students, parents and colleagues fairly, equitably and with dignity and respect

## **Specific responsibilities of this role:**

- Lead and coordinate the operational and administrative functions of the Learning Support department, ensuring high-quality provision for students with SEND.
- Operational management of the Learning Support team, ensuring effective deployment, performance, and professional development, overseen by SENDCO.
- Support the SENDCO in meeting statutory responsibilities, including EHCP processes, annual reviews, and SEND documentation.
- Contribute to the inclusive ethos of Seaham High School by ensuring that students with SEND receive timely, appropriate, and impactful support.
- Ensure SEND records are maintained accurately and that communication of SEND needs to teachers is regular, easily accessible and understood ie. VLE, SIMS, briefings updated appropriately.
- Coordinate the SENDCO's diary to ensure meetings are properly scheduled, recorded and shared with relevant parties accurately and timely

## **LINE MANAGEMENT & TEAM LEADERSHIP:**

- Operational management of the Learning Support team, including some elements of supervision, appraisal, and day-to-day support.
- Contribute to and where appropriate lead regular team meetings, ensuring consistent communication and follow-up actions.



# JOB DESCRIPTION CONTINUED

- Oversee daily operations within Learning support, including timetabling, cover, and any additional exam support arrangements.
- Monitor staff performance and support professional development in line with school priorities through appraisal.
- Promote Seaham High School values and model high expectations for conduct, professionalism, and inclusion.
- Produce and maintain Learning Support team timetables for in-class support, interventions, supervision, and before/after-school support.
- Adjust staff allocations in response to changing student needs, absence, or emerging priorities.
- Work with relevant staff to coordinate exam access arrangements as needed, including staffing, rooming, and student support.
- Ensure accurate record-keeping of provision, interventions, and support hours.

## **EHCP NEEDS ASSESSMENTS & STATUTORY PROCESSES**

- Support the SENDCO in preparing documentation for EHCP needs assessments in line with Local Authority requirements.
- Liaise with external agencies to gather reports and evidence within statutory timescales.
- Maintain regular communication with parents/carers regarding progress of documents.
- Complete EHCP annual review paperwork and ensure timely submission to the Local Authority.
- Support referrals to external services and maintain accurate records of outcomes.
- Organise EHCP meetings, liaising with parents/carers, SENDCo, pastoral teams, external professionals, and teaching staff.
- Gather teacher advice and collate information into Educational Advice documents.
- Support students in completing their views forms.
- Take and produce accurate minutes of meetings.
- Distribute completed paperwork to the Local Authority, parents/carers, and internal systems.
- Organise and minute SEND review meetings for students on the SEND register/vulnerable list as required.

## **STUDENT SUPPORT**

- Support the transition process for Year 6 students with SEND in year transfers and post 16 transition, including potentially attending primary school visits.
- Support the SENDCO respond to consultation requests from primary schools and the Local Authority.
- Meet with parents/carers to gather information and plan support for new students alongside SENDCO.
- Work closely with the Transition team to plan provision for key students and attend relevant meetings.
- Contribute to the creation of transition support packages for vulnerable learners.
- Support the SENDCo and Keyworker team in reviewing and updating SEND Support Plans and provision maps.
- Track the impact of interventions and contribute to evaluation of SEND provision.
- Depending on experience, deliver literacy or other targeted interventions as appropriate. Support students with SEND in developing independence, resilience, and confidence.
- Prepare paperwork and minute meetings for LAC/PEP meetings with Designated Safeguarding Lead.

## **COLLABORATION**

- Work alongside the Learning Support team, and safeguarding staff to support students with SEND.
- Attend multi-agency meetings and contribute to support planning.
- Liaise with external professionals including Educational Psychologists, Speech & Language Therapists, CAMHS and Early Help.



# JOB DESCRIPTION CONTINUED

## **Professional Development:**

- To take responsibility for personal professional development
- To take part, as appropriate, in the school's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others
- Undertake Child Protection training as required.

## **General:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner.

That the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. Any other duties of a similar nature related to the post, which may be required from time to time. That the post holder will be required to comply with all School/Trust policies.

## **Induction:**

All new staff will receive an induction as part of the induction process to help new employees become effective in their role and to find their way within the school.

## **Confidentiality:**

All member of staff should not divulge any personal and/or confidential information to which they may have access to during the course of their work.



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	ASSESSED CRITERIA
APPLICATION	<ul style="list-style-type: none"> <li>Fully completed application form</li> <li>Fully supported in 2 references</li> <li>Well-structured supporting letter</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> </ul>
QUALIFICATIONS/ ATTAINMENTS	<ul style="list-style-type: none"> <li>English and Mathematics GCSE A*-C/9-4 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 3 in Business Administration or other relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>Recent experience of working in an administration/PA background</li> <li>Understanding of school IT systems, procedures and awareness of importance of SEN within the education system</li> <li>Evidence of recent and appropriate professional development</li> <li>Commitment to creating and maintaining close partnerships with staff, parents, providers (internal and external) and the wider community</li> <li>Practical knowledge of policies and procedures relevant to child protection and health and safety</li> <li>Commitment to raising standards of all students</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school or SEN background</li> <li>Experience of ensuring compliance with laws and regulations for example the Equality Act</li> <li>Experience of managing or leading people</li> <li>Experience of customer relations</li> <li>Experience of managing or leading organisational change</li> <li>Experience of working with multiagency staff such as OT, EP, CAMHS, SALT etc and an understanding of the SEN reports</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>
SKILLS/KNOWLEDGE	<ul style="list-style-type: none"> <li>High level interpersonal and communication skills</li> <li>Good organisational skills</li> <li>Appreciation for the role of teachers</li> <li>Aware of the needs of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of the SEN Code of Practice</li> <li>Knowledge of documentation relating to SEN-Neurodevelopment reports etc</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>Calm and positive approach</li> <li>Sense of humour</li> <li>Willingness to learn</li> <li>Flexible and approachable</li> <li>Ability to be discreet in relation to confidentiality</li> <li>Embraces change</li> <li>Motivation to work with children</li> <li>Excellent time-keeping</li> <li>Self-motivated</li> <li>Positive working relationships with colleagues</li> <li>Resilient</li> <li>Ability to work under own initiative</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>



# OUR WELLBEING COMMITMENT

We are committed to providing a working environment and management practices to ensure that all staff are fully supported and encouraged to develop both personally and professionally.

We recognise that staff wellbeing is important not only to the individual member of staff but to student achievement and the school's performance. We promote good health and wellbeing so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress. The purpose of staff wellbeing is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

## **Staff Wellbeing**

Seaham High School recognises that staff wellbeing is integral to a successful school. We are committed to continually reviewing and developing our practice and policies for the benefit of all.

From September 2025 Governors have committed to trialling a reduced term time allowing staff and students longer breaks in October, February and July.

We recognise that life's challenges or celebrations do not always fit around school holidays so have introduced flexible working days or hybrid working for all staff. We are committed to a private healthcare wellbeing package, free flu jabs, eye tests, access to an onsite-gym and offer generous PPA allowance for teachers.



**Telephone: (0191) 516 1600**

**email: [office@seahamhighschool.com](mailto:office@seahamhighschool.com)**

**[www.seahamhighschool.com](http://www.seahamhighschool.com)**



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