

PONTELAND HIGH SCHOOL · JOIN OUR TEAM

SEND Support Manager

Help shape the future of SEND at Ponteland High School

SALARY (ACTUAL)**£29,298 – £32,712**

pay award pending

GRADE**Band 6****SCP 18–23**

0.92 FTE

HOURS**37 per week**term time + 20 days
(negotiable)**CLOSING DATE****Fri 24 July, 12pm**

interviews 30 July

Outstanding SEND provision does not happen by chance. It happens because talented people work together to ensure that every child receives the support they need, when they need it.

At Ponteland High School we are embarking on an ambitious transformation of our SEND provision. This is a brand-new role at the beginning of that journey - one that will play a pivotal part in improving outcomes for some of our most vulnerable young people.

Whether you are currently working within a Local Authority SEND team, another school or academy, further education, or you are a former teacher with extensive SEND knowledge, this is an opportunity to use your expertise to make a lasting difference.

This is more than an administrative role.

A day in the role

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| 01 Coordinate EHC needs assessments, annual reviews and EHCP processes | 02 Keep statutory deadlines on track with documentation of the highest quality |
| 03 Work with parents, carers and multi-agency professionals to secure the best outcomes | 04 Coordinate top-up funding submissions and keep SEND records accurate |
| 05 Support mediation and SEND Tribunal preparation where required | 06 Organise transitions and post-16 pathways; deploy Curriculum Support Assistants where needed most |

Working closely with the Assistant Headteacher/SENDCo and wider pastoral team. No two days will be the same - but every day your work helps young people access the education they deserve.

Is this you?

- ✓ Good knowledge of SEND legislation, statutory processes and EHCPs
- ✓ Understands children and young people with additional needs
- ✓ Manages multiple statutory deadlines with confidence
- ✓ Communicates exceptionally with families, colleagues and agencies
- ✓ Builds positive relationships, even in challenging situations
- ✓ High-quality documentation, excellent attention to detail
- ✓ Proactive, resilient, committed to improving SEND provision

What we offer

- Local Government Pension Scheme
- National Joint Council terms and conditions
- Continuous service recognised from qualifying LA, school and academy employers
- Comprehensive professional development
- Supportive, collaborative staff team
- A brand-new role to shape, with real influence
- A meaningful difference to young lives, every day

Why Ponteland High School? We are an ambitious, inclusive and high-achieving school where relationships matter and every pupil is known as an individual. SEND is one of the most important and rapidly evolving areas of education, and we are investing in it. **This is a rare opportunity to help shape that future.**

Come and talk to us first

Contact the Headteacher's PA Clare Barker at c.barker@ponthigh.org.uk to arrange an informal conversation or visit before Friday 17 July 2026.

Apply: [Pele Trust Application Form](#) with a covering letter (max 2 A4 pages) to Claire Leightley, c.leightley@peletrust.org.uk