

SEND Practitioner



Cornwallis Academy



Build your Career, Shape your Future, Apply today

Cornwallis Academy is a Good school with over 1300 students educating the next generation of young people aged between 11 and 18.

Cornwallis Academy is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



A great place to be



Cornwallis Academy
Ambitions for All

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Welcome from the Heads of School



Cornwallis Academy are seeking an SEND Admin Assistant to join the school team, the successful candidate will be responsible for providing efficient, professional, and proactive administrative support to the SENCO.

Cornwallis is a fully inclusive school, enabling all students to be the best they can be by having 'ambitions for all'. In line with our 'SMILE' ethos, our aim is to motivate, inspire, excite and engage all students so that they can be successful.

We place students' wellbeing at the heart of everything we do. A strong community ethos permeates, throughout the school, focusing on learning and progress as well as the whole child. Our popularity continues to grow with record student numbers at an all-time high.

Our aim is to ensure that all students achieve their full potential within a safe and nurturing environment. We also aim for all our students to develop as confident, courteous and capable young people.

We have an excellent team of teaching and support staff, who are committed to ensuring lessons are engaging and challenging. We offer support where support is needed and stretch and challenge each child to do the best they can. It is important for us to deliver a broad and balanced curriculum to allow students to discover their interests.

We offer a number of prestigious scholarship programmes, in Art, Football (in partnership with Maidstone United Football Club) and Dance (in partnership with Maidstone Dance Studios).

We are also proud of the pastoral care we provide for our students and do everything in our power to make them feel valued and part of a community.

We look forward to welcoming you to Cornwallis Academy.

Joe Sutton and Seri Hodges

Post:	SEND Practitioner
School:	Cornwallis Academy
Department:	SEND
Responsible to:	SENCO
Salary:	FST Scheme G-H Dependent upon experience

Purpose of Role

To support the SENCO in delivering high-quality, effective SEND provision across the school. The role ensures that pupils with additional needs receive tailored support that enables them to make strong academic, social, and emotional progress. This includes leading on EHCP coordination, managing statutory processes, overseeing the Assess-Plan-Do-Review cycle, and supporting transitions. The SEND Practitioner acts as a key link between pupils, families, staff, and external agencies, promoting inclusion, improving outcomes, and contributing to the smooth and efficient running of the SEND department.

Main duties and responsibilities

EHCP Management & Statutory Duties

- Lead on the completion and coordination of Education, Health & Care Plan (EHCP) paperwork.
- Respond to EHCP consultations within statutory timeframes.
- Coordinate and complete Annual Reviews, including collating and submitting evidence and documentation.
- Maintain up-to-date provision maps and oversee the tracking and impact of SEND interventions.
- Gather and organise EHCP evidence, working closely with staff, parents, and external agencies.
- Ensure high-quality, accurate pupil profiles/pen portraits are created and regularly updated.

Assess, Plan, Do, Review

- Lead on the completion of the Assess-Plan-Do-Review (APDR) cycle for allocated pupils.
- Coordinate and minute Planned Do Review meetings, ensuring timely follow-up actions.
- Monitor progress of pupils on the SEND register and ensure appropriate adjustments are made.

Transition Support

- Take a leading role in all transition processes (Year 6-7, mid-year, and onward transitions).
- Liaise with primary schools, parents, external agencies, and internal staff to ensure smooth and well-supported transitions.

Main duties and responsibilities

Parent & Staff Communication

- Act as a key point of contact for parents and carers of pupils with SEND, ensuring regular, supportive communication.
- Provide advice, guidance, and support to teaching staff on effective SEND strategies and classroom practice.
- Build strong, productive relationships with families and external professionals.

Pupil Support & Intervention

- Support the planning, delivery, and evaluation of targeted interventions.
- Work directly with pupils to support academic, emotional, and social development.
- Monitor intervention impact and feed back to the SENCO and wider team.

Departmental Support

- Assist the SENCO with the day-to-day running of the SEND department.
- Support staff development by sharing expertise and modelling effective practice.
- Contribute to whole-school SEND initiatives, training, and development.

Person Specification

Essential

- Strong understanding of SEND legislation, including the SEND Code of Practice.
- Experience working with pupils with a range of additional needs.
- Excellent organisational skills with the ability to manage complex administrative processes.
- Strong communication and interpersonal skills.
- Ability to work collaboratively as part of a team.
- High level of professionalism, integrity, and commitment to inclusion.

Desirable

- Experience completing EHCP documentation or Annual Reviews.
- Experience in a SEND role.
- Experience liaising with external agencies and professionals.

Welcome from the Trust Lead

Samantha McMahon
BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at www.cornwallisacademy.com/vacancies.

Best wishes

Samantha McMahon

Application:

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at www.cornwallisacademy.com/vacancies.

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email recruitment@futureschoolstrust.com to arrange a visit.

Health & Safety:

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding:

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

Pension Scheme:

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

Annual Leave:

For support staff annual leave starts at 29 days a year plus Bank Holidays and increases after 5 years' service.

Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

Retail, Health & Social Offers through Kent Rewards:

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

Other offers:

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





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