

# Harris Academy Wimbledon



## Academy Administrator (SEND Department)

Grade 4 Inner London Pay Scale (£14,340.16 — £15,187.66)  
+ Performance and Loyalty Bonus + Pension Scheme (TPS)  
+ Harris Wellbeing Cash Plan + Additional Benefits

Start date: April 2026

20 hours per week — 8.30am to 12.30pm  
Term-time only

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 020 3962 4300 or [info@harriswimbledon.org.uk](mailto:info@harriswimbledon.org.uk)

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.

Dear Applicant,

We are an ‘*Outstanding*’ (Ofsted 2023) secondary academy, established in 2018 to provide an excellent education for children in Wimbledon.

Two years after opening, we moved into our brand-new building which is modern, bright and equipped with state-of-the-art facilities in every area of the curriculum. We are oversubscribed and fortunate to have an amazing level of support from the community with waiting lists for entry into every year group of our academy.

Our academy is an exceptional place to learn, providing an ambitious but happy and inclusive environment. We have high expectations of our students of all starting points and abilities. We know that our students will leave us academically successful, but we also want them to be well-rounded individuals with a highly developed social conscience, ready to lead in their communities and beyond. Our motto is ‘*make a difference*’ and our students and staff give nothing except their very best in pursuit of making a difference to their lives and the lives of others around them.

Three words are crucial to how we guide students to be able to ‘*make a difference*’: independence, integrity and resilience.

**Independence** means we support students to develop their skills and attributes, so they have everything they need to succeed. We set challenging targets and raise aspirations so every single one of our students reaches their potential.

**Integrity** means staff and students must be fair and truthful and have the courage to take the right action in every situation, even when no-one is looking.

**Resilience** means we give students the tools to recover from difficulties. We show students how taking risks and making mistakes is all part of the learning journey. We also show students how hard work brings success, and support them to persevere with all challenges.

We are looking for a hardworking, ambitious and dynamic Academy Administrator (SEND Department) to join Harris Academy Wimbledon at this exciting time.

There is a great deal of collaborative working and sharing of good ideas about what works within secondary academies at Harris. The successful candidate will be joining a friendly and outward looking group where professional development and progression opportunities are second to none.

I look forward to receiving your application.

Yours sincerely,



Joanne Larizadeh  
Principal



# Job Description

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## Main Areas of Responsibility

- To support the SENCO in maintaining a high standard of record keeping for all pupils with special educational needs and disabilities.
- To co-ordinate all the paperwork for Annual Reviews and minute the meetings.
- To support the SENCO in managing LA consultations.
- To produce accurate agendas and minutes from all meetings relating to pupils with special educational needs and disabilities.
- To develop and manage the SEN filing system (including emails, record of telephone conversations), the archiving, retrieval and disposing of SEN information as appropriate.
- To liaise with alternative provision providers and book provision as directed by the SENCO.
- To liaise with primary/feeder schools and external services ensuring that all SEN information is received.
- To forward SEN information to transfer schools.
- To communicate on behalf of the SENCO with key members of staff and outside agencies to ensure pupils with special educational needs and disabilities receive excellent levels of care and support.
- To communicate on behalf of the SENCO with parents of pupils with special educational needs and disabilities.
- To support the SENCO in managing the process of assessment and testing for pupils with special educational needs and disabilities.
- To support the SENCO in maintaining timetables and rotas for teaching assistants.
- To respond to email, telephone and other queries as necessary.
- To undertake general office duties such as ordering resources, photocopying and refreshments.
- To undertake any other reasonable tasks as directed by the SENCO.
- To complete reports/letters as requested.
- To participate in academy trips/visits when requested.
- To do a break/lunch duty when requested.
- Under the direction of the Academy Leadership Group, undertake such other tasks that may be required to further the efficient running of the academy, commensurate with the level of the post holder.
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate.

## Academy Ethos

- To undertake whole Academy duties as outlined in responsibilities agreed each year.
- To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.

# Job Description

- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.
- To support and attend academy events such as open evening.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all Academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

## Disclaimer

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- Equal Opportunities
- Health and Safety
- General Data Protection Regulations (2018)
- Safeguarding children

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Following consultation with you this Job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



# Person Specification

Attributes	Description	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• University graduate (Good Honours degree)</li> <li>• Evidence of Continuing Professional Development relevant to the SENCO role or willingness to undertake this training.</li> <li>• Knowledge and understanding of national priorities, current curriculum development and an ability to design and implement an innovate curriculum based on students' needs</li> <li>• A thorough understanding of quality assurance techniques</li> <li>• An appreciation of student motivation</li> <li>• An understanding of how professional development contributes to the raising of quality</li> <li>• SEN experience in a secondary school</li> <li>• Experience of working with key stakeholders such as parents, governors, employers etc</li> <li>• The ability to motivate and inspire staff and students</li> <li>• Vision to develop SENCO role within a high achieving Academy</li> <li>• The ability to make sound judgments based on objective criteria</li> <li>• Ability to manage the process of change effectively and thereby deliver major projects through to a successful outcome by continuously reviewing and evaluating progress</li> <li>• The ability to bring plans to fruition</li> <li>• Ability to analyse and interpret student data and set challenging targets</li> <li>• The ability to effectively use ICT as a management and communication tool</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a secondary school or working with secondary age children.</li> <li>• Experience using CPOMS or similar systems.</li> <li>• SpLD Assessment Practising Certificate, a post-graduate qualification in individual assessment at or equivalent to Level 7</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent presentation and interpersonal skills.</li> <li>• Strong organisational skills and attention to detail in record keeping.</li> <li>• Ability to deal with sensitive and confidential information with discretion.</li> <li>• Ability to work under pressure and to deadlines.</li> </ul>	



An exceptional place to learn and teach



- 'Outstanding' (Ofsted 2023) secondary academy
- Brand-new building with state-of-the-art facilities
- Oversubscribed with waiting lists for entry into every year group
- We value our exceptionally dedicated and talented staff whose hard work enables our students to leave us academically successful, and as well-rounded individuals
- Our motto is '**make a difference**' and our students and staff give nothing except their very best in pursuit of making a difference to their lives and the lives of others around them

## A dynamic, inclusive and supportive team

Harris Academy Wimbledon is the perfect place to kickstart your teaching career or build on your expertise and progress into leadership. We offer a unique and dynamic teacher-centred approach to professional development comprised of five pathways:



### 1 Instructional Coaching

Weekly  
Peer-to-peer coaching for all teachers



### 2 Professional Development

Bi-weekly  
From 'expert coaches' and external providers



### 3 Beginner Teacher Training

Weekly  
Instructional coaching & Federation CPD



### 4 Subject-specific CPD

Weekly  
Responsive to department priorities



### 5 Formal Accreditation

Ongoing  
NPQs, Diverse Leaders Programme, part-funded masters

# At HAWI we really take care of our staff



Performance & loyalty bonus



£1.5K HAWI allowance



Competitive pension



Cycle to work scheme



Interest-free ICT loan



Gym & leisure discounts



Comprehensive induction



Free counselling & advice



Flexible working



Priority admissions for children of HAWI staff



Interest-free season ticket loan



Sports and social activities

For a confidential discussion about this post with the Principal,  
more information or to arrange a visit, please contact the school  
on

0203 962 4300 or [info@harriswimbledon.org.uk](mailto:info@harriswimbledon.org.uk)

Thank you for your interest in our school. We look forward to  
receiving your application.

*If you think a career with us is right for you, discover more at:  
[www.harriscareers.org.uk](http://www.harriscareers.org.uk)*

