



THE EAGLEWOOD
SCHOOL

SEND Administrator

Application pack

Welcome to THE EAGLEWOOD SCHOOL

I would like to thank you for your interest in the role of SEND Administrator at The Eaglewood School, part of Bourne Education Trust (BET). We look forward to learning more about you and to sharing more about our schools, our wider trust community, our ambitious aims and our remarkable colleagues and pupils.

Located in New Milton, on the edge of the New Forest, The Eaglewood School is an Alternative Provision for pupils who may struggle to access mainstream education. We aim to nurture curiosity, inspire creativity and foster a love for learning. In any BET school you will be welcomed by dedicated colleagues who strive for excellence and put children at the centre of everything they do.

As a Trust, we believe in shared values and culture, but all of our schools have a distinct identity which is reflected in their curriculum and teaching approaches. We firmly reject a 'one size fits all' approach but instead work on sharing our best practice and ideas with one another. This year our Trust-wide priorities are around digital technology, environmental sustainability and social justice; our staff have numerous ways to interact with these. You can read our Trust strategic plan [here](#).

Our schools have their own budgets along with stable and dedicated teams that are highly talented and committed, not only to academic progress and achievement, but also to equipping our pupils with the skills they need to succeed in finding purpose and joy in their lives. There is a wealth of experience in the Trust's central team to draw on for support in education, recruitment, marketing, HR, finance, capital projects and IT.

We hope this application pack will give you an insight into our organisation and look forward to welcoming you when you visit The Eaglewood School.



A handwritten signature in blue ink that reads "P Jackson".

Paul Jackson
Headteacher



Welcome to

THE EAGLEWOOD SCHOOL

Eaglewood School is an extraordinary community where aspiration, resilience and belonging are at the heart of everything we do. We are a school that transforms lives through compassion, clarity and an unwavering belief in the potential of every child.

Our guiding principle is simple but powerful: every child known precisely as a learner and deeply as a person. This commitment shapes every interaction, every lesson and every decision. Through a highly relational approach, our staff support pupils with calmness, dignity and respect, ensuring they feel safe, understood and genuinely valued. Our students tell us they want to come to school—and they do—because they are met each day with warmth, consistency and care. This culture has been recognised externally, with Ofsted praising our nurturing staff team, pupils' confidence as learners and their strong sense of belonging.

Our Ethos: Belonging, Aspiring, Thriving

Belonging

- Students feel safe, respected and want to attend school
- Identity and lived experience are understood and valued
- Dignity and relationships are non-negotiable

Aspiring – Precision with Purpose

- Every child is known precisely as a learner
- Teaching is purposeful, consistent and adaptive
- Success builds confidence—and confidence builds aspiration

Thriving – Strong Outcomes Through Care and Expertise

- Learning reduces anxiety and builds competence
- Staff are supported through shared practice and clear systems
- Students move forward successfully into reintegration, further education or next steps



Welcome to **THE EAGLEWOOD SCHOOL**

What truly defines Eaglewood is our relational practice. Relationships are the foundation of our school—informing our behaviour culture, shaping our teaching, and ensuring that dignity, belonging and regulation remain central to all we do.

Whether a pupil is with us for a short time or their full journey, we are committed to ensuring they leave with:

- Confidence and self-belief
- Secure academic foundations
- A strong sense of identity and belonging

Our Commitment

We lead with consistency, clarity and purpose, balancing improvement with sustainability as we continue to serve our students, families and wider community.

At Eaglewood, we empower every young person to move forward with confidence – knowing they matter, knowing they can succeed and knowing they have a future full of possibility.





Job DESCRIPTION

ROLE INFORMATION

Job title: SEND Administrator

Location: New Milton

Contract: Term time, permanent

Hours: 37 hours per week, 37 weeks per year, Monday – Thursday 08:00 – 16:00, Friday 08:00 – 15:30

Salary: Band C – £25,186–£26,244 FTE, actual salary £20,438–21,297

Responsible to: Headteacher

ROLE PURPOSE

An integral member of the Special Education and Disability Team, you will serve as a vital link between support services, schools, pupils and their families. Your role is to enhance outcomes and opportunities for students by coordinating support services and resources, ensuring their educational needs are effectively met. Ensuring effective support and the inclusion of all pupils in all aspects of school life in line with School and Trust policies, promoting the ethos and the values of the school and Bourne Education Trust.





MAIN DUTIES AND RESPONSIBILITIES

Supporting the learning of pupils:

- Provide overall administration support related to SEND students
- Ensure student information is current and accessible in the school's MIS system
- Administer the EHCP review process, including scheduling of annual reviews, collating and proofreading documents, arranging interim and emergency reviews and communicating effectively with stakeholders
- Attend complex review meetings as needed, taking minutes and capturing agreed actions
- Use the school's MIS to input and retrieve information necessary for SEND review processes
- Gather and securely store confidential and non-confidential reports from external agencies in electronic format
- Establish and maintain effective communication and relationships with agencies, professionals, and families
- Maintain confidential student records, SEND Support Arrangements (SSAs), and other relevant documentation in compliance with data protection regulations.
- Keep accurate records of student progress, interventions and support provided
- Ensure efficient, secure and confidential storage and recording of sensitive information
- Assist in sourcing and organising appropriate learning resources, assistive technology, and materials needed for students, ensuring equal access to educational opportunities.
- Support the development of SEND administration procedures and practices, making recommendations as appropriate





Person SPECIFICATION

Person specification

ESSENTIAL REQUIREMENTS:

- Ability to demonstrate an awareness, understanding and commitment to the protection and safeguarding of children
- GCSE English and Maths (or equivalent appropriate qualification)
- Ability to evidence effective continuous professional development
- Relevant experience of working with vulnerable children
- Ability to evidence effective communication with a wide audience / range of stakeholders
- Ability to evidence excellent IT skills on a wide range of programmes and software

DESIRABLE SKILLS:

- Relevant experience of working in an education setting

Personal Qualities:

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.



Why choose **THE EAGLEWOOD SCHOOL?**



GENEROUS WORKPLACE PENSION

Teachers Pension Scheme for teaching colleagues



CPD & RECOGNITION POLICIES

Defined career pathways, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



WORK-LIFE BALANCE

Flexible working where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



HEALTH AND WELLBEING SUPPORT

24/7 online GP , EAP, free online fitness classes, flu vaccinations and **eye tests, cycle to work** scheme & occupational sick pay



STAFF BENEFITS PLATFORM

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



Application PROCESS



APPLICATION

To apply for this position, you must complete an application form (CVs without a fully completed application form will not be considered).



SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.



Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **5th June 2026**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

SAFEGUARDING

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

EQUAL OPPORTUNITIES

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

HEALTH AND SAFETY STATEMENT

The board of trustees, LGC and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.





[Click to visit our website for more information](#)



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