



**Chulmleigh College**  
Nothing but our best

# SEND & Transition Officer Candidate Pack

Closing date: Monday 23 June 10am

Interview date: Tuesday 1 July



**COMPASSION AMBITION TEAMWORK**



Welcome to Chulmleigh College and thank you for requesting this pack.

The successful candidate will be joining the College at a point where five years of growth has been stabilised and secured: with every year group fully subscribed. Our reputation across Devon is such that we are the chosen school for many families who live a great distance outside our designated transport area. This is because they like the way we operate as a school; valuing tradition and concentrating on ensuring pupils achieve highly and behave very well. Those visiting the school always comment on how well-mannered our pupils are.



Colleagues like this school because it is one in which they can concentrate on teaching the subject they love, as opposed to spending time dealing with difficult behaviour, poor resourcing or incongruent demands.

We are seeking to appoint an enthusiastic, organised and friendly person to join our committed and hardworking Pupil Support Team. The successful candidate will provide pastoral support to pupils and act as a contact for SEND and safeguarding administration. This is an important role within the Academy, and we are seeking an individual who is committed to improving the experience of education for our pupils.

Our GCSE results are consistently amongst the best in the region, due to an approach beginning in Year 7, which is then applied consistently throughout the school. We follow the EBacc GCSE Curriculum for the overwhelming majority in Key Stage 4 and encourage our pupils to challenge themselves and achieve their full potential.

Good behaviour, hard work and excellent manners are at the heart of our school and we welcome applications from candidates who share our values and approach. This is a great school to teach in.

Michael Johnson  
Executive Headteacher Chulmleigh College  
CEO Chulmleigh Academy Trust



## We are looking for someone who:

- Has excellent interpersonal and communication skills
- Is flexible and organised
- Has a caring and friendly personality
- Has good working knowledge of Microsoft Office
- Is a team player whilst having the ability to work independently
- Has a willingness to learn and develop new skills
- Understands the need to maintain high levels of confidentiality and discretion
- Goes the extra mile.



Chulmleigh College

# About Our School



Chulmleigh College is a successful and ambitious rural secondary school with a strong reputation for high standards. The progress of our pupils is consistently amongst the best in the region. In 2024 our Progress 8 Figure of +0.86 placed us in the top 5% of schools nationally.

The College was totally rebuilt a few years ago, with the completed buildings opening in 2017. Numbers have grown substantially in recent years, from 500 to the current roll of 750, and most year groups are oversubscribed; due to both our excellent reputation and the College's successful transport service, which brings in approximately 25% of our pupils from outside the school catchment area.

We aim to create ambition and inspiration and want our young people to achieve all that they can in a safe, caring and well-disciplined environment. We commit ourselves to providing a learning experience which ensures high challenge, inspires, and provides both the range of qualifications and the start in life which will last forever. We aim for our young people to have the foundation and independence they need to make the progress they are capable of, building resilience for their future lives.

As a school we value courtesy, hard work and respect, and set high standards of behaviour; promoting self-discipline, resilience, responsibility and working together as a community.

We offer a broad and rich curriculum, enhanced by excellent extra-curricular activities; our outdoor education in the form of Ten Tors and Duke of Edinburgh is particularly strong. As well as having high academic achievement, we also have a proud record in sport, music, drama and art.

Our pupils read an astonishing amount of literature and develop themselves by making the most of the array of opportunities available. This is all possible because teaching and support staff create the best opportunities for our pupils. We are very proud of our team, who work hard to make our school a happy place where we learn together in a formal, warm environment. We are also proud of the excellent relationships we have with our pupils, families and friends within the community.

Chulmleigh is a Saxon hilltop market town in North Devon, near the Mid Devon border. It lies near the banks of the Little River Dart, and is surrounded by rolling hills, woods and farmland. With Exmoor and the North Devon coast to its north, and Dartmoor and the city of Exeter to its south, Chulmleigh is in a beautiful part of the county and is easily accessible from all other areas.



## Our Values

### Compassion

Compassion is caring about others, behaving towards them with humanity, generosity, and concern, and caring about other people's struggles. It is a skill which has benefits; treating others with compassion means they are likely to treat you, and others, back in kind.

We recognise the uniqueness of each circumstance and every child in the Trust, liaising closely with families and work to show appropriate compassion for our pupils and community.

### Ambition

We work hard to help pupils develop a strong sense of ambition: the appetite for challenge and the determination to look beyond the horizon for inspiration. Whilst we recognise that children have different talents and abilities, we nevertheless expect each pupil to work hard and make significant and tangible progress. Our ultimate aim is to help them to achieve the best results possible, providing a wide range of options for their next stage in life.

### Teamwork

Teamwork is an essential communication and social skill and includes compromise, collective effort, active listening, effective speaking and providing support for a group. We encourage our pupils to learn how to listen and be independent, in order to perform their individual roles and function as a cohesive unit, and how to respectfully and confidently express their ideas and opinions effectively in a group setting.

Our shared goal is to ensure that pupils leave us not only with excellent exam results, but also with confidence, resilience and the ability to make their mark as young people heading out into the world.

# WE GIVE NOTHING BUT OUR BEST





We are looking to appoint an enthusiastic, organised and friendly person to join our committed and hardworking Special Needs Team. The role is pivotal to the orderly running of many school processes. No two days are ever the same, and in offering pupil facing work alongside administration, it is extremely rewarding.

You will be based in the SEN Office, a dynamic space that is used for mentoring, behaviour intervention and a safe space for more vulnerable pupils. You will work alongside teaching staff, Heads of Keystage and Senior Leadership who each take a turn on duty. Your role will provide an essential sense of continuity and you will have an oversight of the tasks to be actioned each day.

Working in a school is different to any other environment, and all that we do here is in support of pupils achieving their best. You will be one of the many influential staff members in a pupil's day who help to ensure they are practicing resilience and are ready for their learning.

The role would suit a person with problem solving skills and high levels of organisation. Training in First Aid and use of our internal digital systems (SIMS / Class Charts) will be provided.

This essential role will include:

- Liaising with external agencies such as the Devon 0-25 Team, the Speech and Language Team and the Devon Dyslexia Service.
- Notifying pupils of appointments and room bookings in a timely manner.
- Overseeing the SEN Base and supervising pupils at break and lunch, in the absence of the SENDCo.
- Managing referrals to external agencies, e.g. for ASD or ADHD assessments, or for dyslexia screening.
- Liaising with parents, arranging visits and responding to queries.
- Supporting Year 6 to Year 7 transition activities, including liaising with our feeder primary schools.
- Maintaining records, including EHCPs and referrals to external agencies.





## Job Title: SEND and Transition Officer

Status: Permanent, 35 hours per week x 39 weeks per annum

Start Date: September 2025

### Job Purpose (including main duties and responsibilities)

To ensure the smooth day to day operation of administrative tasks within specific areas of the Academy and maintaining and devising efficient and effective administrative processes and procedures for SEN and Year 6 to Year 7 Transition

### Main Duties and Responsibilities

- To undertake administrative duties as required to support learning and transition to secondary school. Specific duties include SEN administration, SEN referrals, initial dyslexia screening, Year 6 to Year 7 Transition.
- To work closely with the SENDCo to ensure that the identified needs of the SEND pupils within the college are met
- To work with current and prospective SEND pupils by developing SEN documentation and liaising with teaching staff, parents / carers, and other educational settings where necessary
- To contribute to the general administration support within Pupil Support the SEN department and the Trust including arranging and supporting meetings
- To ensure Health and Safety requirements are met in relation to SEN pupils
- To work within established frameworks and adhere to prescribed timescales
- To establish relationships and communicate effectively with other professionals including primary schools, other outside agencies
- To participate in training opportunities and professional development as required

### Health and Safety

Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Co-operate with the employer on all issues to do with Health, Safety & Welfare.

### Continuing Professional Development

Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Co-operate with the employer on all issues to do with Health, Safety & Welfare.

### Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

**This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.**







# Person Specification

Attribute	Essential	Desirable	Method of Assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent office experience</li> <li>Experience of dealing with the public</li> <li>Good knowledge and understanding of Administrative Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school</li> <li>Experience of working with SEND pupils</li> </ul>	AF Experience
<b>Practical Skills</b>	<ul style="list-style-type: none"> <li>Accuracy (attention to detail)</li> <li>Excellent organisational skills</li> <li>Adaptable in approach to work</li> </ul>		AF Experience
<b>Communication</b>	<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills for dealing with parents, pupils, teachers, Directors and outside agencies</li> </ul>		I
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Able to deal with pressure</li> <li>Post holder needs to ensure confidentiality at all times</li> </ul>	Ambassador for the school	I
<b>Strategic Thinking</b>	<ul style="list-style-type: none"> <li>Be able to meet deadlines whilst working within a general framework of recognised procedures and deadlines</li> </ul>		R
<b>Technology / IT Skills</b>	<ul style="list-style-type: none"> <li>Computer literate/use of MS Office, MS Word and MS Excel</li> <li>Prioritise work and meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of SIMS, EHC Hub, Local Authority forms</li> <li>Confident with</li> <li>E-mailing and use of the internet</li> </ul>	AF / R
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>Good standard of education to GCSE or equivalent</li> </ul>		AF / R
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>Chulmleigh Academy Trust and its staff have a statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties</li> </ul>		I

AF: Application Form  
I: Interview  
R: Reference



# WE GIVE NOTHING BUT OUR BEST



# How to Apply

Please complete the online application form available [here](#).  
A tour of Chulmleigh College will be arranged as part of the interview schedule.

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Closing date: Monday 23 June 10am

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Start date: September 2025

If you have any questions please email:  
[personnel@chulmleigh.devon.sch.uk](mailto:personnel@chulmleigh.devon.sch.uk) or  
call 01769 580215.

Chulmleigh College, Chulmleigh, Devon, EX18 7AA



**COMPASSION** **AMBITION** **TEAMWORK**