

SEND Officer

Job description, 15 September 2026



**Ambitious
about Autism**

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Job description

Job title	SEND Officer	Team	Ambitious College
Salary	£42,406 per annum	Reporting to	Head of Campus (location specific – CCCG or WT)
Hours	37.5 hours per week worked Monday – Friday (9am – 5pm with a 30-minute break) This is an onsite role and may require multi-site working	Line manages	N/A
Annual Leave	32 days + 8 Bank Holidays Leave to be taken during college closures only	Pension	People’s Pension

Role purpose

To co-ordinate the statutory transition and annual review process at Ambitious College. This includes having responsibility for all planning, facilitation, tracking, quality assurance, follow up, and reporting related to annual and transition reviews. This is circa 80 learners with potential for future growth. You will be responsible for learners across one of our college campuses and supported internships across the same geographical area. We currently have settings in Southwest London / Outer London and Northeast London / Outer London.

As part of this role, to be the single point of contact for annual and transition reviews for your allocated settings and areas as such work closely with a variety of key stakeholders such as college staff, parents, learners, visitors, and local authorities. You will be one of two SEN officers within Ambitious College.

Key accountabilities and dimensions

Leadership and management

Co-ordinating of the learner review process, including annual and transition reviews:

PRE-MEETING

- Schedule all annual reviews, transition reviews, emergency annual reviews other meetings that may relate to learner statutory meets e.g. safeguarding, social care meetings.
- Diarise all scheduled dates / times with relevant local authority (LA) personnel, families and other key external stakeholders.
- Creation, management and communication of a timetable for all internal professional. This includes diarising all pre and post paperwork deadlines, meetings times etc.
- Working with the operations team, ensuring that keyworkers know the dates of review meetings and have timelines prescribed for the completion of the learner voice aspects of the meetings.
- Book meeting spaces at each site to accommodate all meetings.
- Re-schedule all parties when required to do so.
- Moderation of all pre-meeting paperwork and liaising with internal staff on any required amendments needed.
- Collation of all required paperwork and ensuring secure despatch to all relevant parties within statutory timelines. (This will include liaison with relevant internal staff teams / members).
- Diarise and organise pre-meets with all families and internal staff.

DURING MEETING

- Setting up rooms and IT requirements.
- Tracking attendance at meetings.
- Attending and minuting each meeting. This will require travel across multiple sites dependant on the home campus of the learner for whom the review is being held.

POST MEETING

- Ensuring all post meeting paperwork is updated, moderated and collated and ensuring secure despatch to all relevant parties within post meeting statutory timelines.
- Reporting to the Head of Campus as and when required (e.g. attendance, quality, learner engagement).
- Ensuring that agreed actions are followed up and completed within given timelines. (This will include liaising with local authorities to ensure receipt of updated EHCPs).

GENERAL

- Creation and management of a tracking system to monitor all aspects of the process and provide the data required to be able to report as required by the college leadership team (CLT), Ambitious about Autism's Senior Management Team (SMT) and the Ambitious College Governing body.
- Work collaboratively with the other SEN Officer to ensure that there is consistency across processes and sites.
- Act as the main point of contact for all external professionals including Education, Social Care, Health and Therapies where applicable. (This will include ensuring that all contact details are kept up to date).
- Ensuring that statutory requirements are met before, during and after meetings in line with the code of practice as appropriate.
- Liaising closely with trans disciplinary teams (TDT), including lecturers, Occupational therapists, Speech and Language therapists, Positive Behaviour Support (PBS) specialists, LA's, parent / carers throughout the process.
- Manage and monitor learner attendance weekly for missing marks or unauthorised absences in cooperation with the Data Manger & Curriculum Team, identifying concerns to the Head of Campus, Class Teachers and Learning Support Co-ordinator to enable a resolution.
- Responsible for managing an effective archiving and filing system for learner paperwork utilising the management information system of the college.
- Supporting on documentation for tribunal process with all internal and external related departments.
- To conduct annual destination tracking for each Ambitious College graduate / leaver annually, analysis of data and reporting to CLT team.

Other Duties

- Address client / customer needs and respond in a consistent, timely, clear and professional manner.
- To provide support to the Head of College and Heads of Campus when required.
- Respect and maintain confidentiality in discussing any organisational matters and personnel information in accordance with Ambitious about Autism's Data Protection Policies.
- Regularly evaluate and seek ways to enhance your role.
- Assist in other duties as needed and directed and consistent with the role.
- Actively participate in the organisation's performance management processes including the appraisal and competency review process and the induction.
- Proactively maintain the knowledge, skills and networks needed to deliver this role.
- Support Ambitious about Autism's core values and carry out all responsibilities with due regard to the organisation's policies and procedures, especially Safeguarding, Health and Safety and Equal Opportunities.

This job description is not an exhaustive list. The postholder may be required to undertake other duties as directed by the Head of College.

Person specification

Role and band competencies	
Education Levels & Qualifications	Essential
1. Educated to A-level standard or equivalent.	X
2. Formal administrative / reception qualifications or strong experience.	X
3. Level 1 IPSEA SEND Law qualification or willingness to work towards.	X
Specific Knowledge, Experience & Technical Skills	
4. Experience of working within a similar SEN organisation / school / college/ charity environment.	X
5. Good knowledge of EHCPs and the SEND code of practice.	X
6. Excellent IT skills – Microsoft Office and particularly Outlook, email, calendaring. Excel, Word, PowerPoint and databases.	X
7. Experience of providing high-quality administration support.	X
8. Previous experience of working within face paced, challenging environment.	X
9. Excellent interpersonal skills at all levels via telephone and written forms of communication.	X
10. Excellent organisational skills.	X
11. Experience of using own initiative to plan, organise and manage own workload in an environment where priorities change daily and yet to keep to deadlines.	X
12. Experience of drafting and setting out own correspondence.	X
13. Experience of working as part of a team.	X
14. Commitment to Ambitious College and Ambitious about Autism's aim, objectives and values.	X
15. Knowledge of Data Protection, Equality & Diversity and Health and Safety.	X

Personal attributes

16. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X
17. Polite and helpful.	X
18. Professional, a commitment to quality and delivery of a first-class customer experience.	X
19. Approachable and willing to listen to both customers and colleagues.	X
20. Excellent record of punctuality in previous employment.	X
21. Ability to motivate others by clearly communicating.	X
22. Good rapport building.	X
23. Good problem-solving skills and initiative.	X
24. Ability to work in a flexible and co-operative manner.	X
25. Excellent communication and interpersonal skills.	X
26. Compassionate and sympathetic.	X
27. Ability to respond in high workloads and stressful situations in a calm and effective way.	X
28. Willing and able to travel across multiple college sites as and when required.	X
29. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	X

How to apply

Stage	Timescale
Closing dates for applications	04/10/2026
Candidates informed of outcome of application	07/10/2026
Interviews (these will take place at Ambitious College)	13/10/2026

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, Recruitment Officer – jaxford@ambitiousaboutautism.org.uk, 020 8815 5149.

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check. As part of our Safer Recruitment checks, an online search maybe carried out in line with Keeping Children Safe in Education.

The Safeguarding responsibilities of the post as per the job description and personal specification.

Whether the post is exempt from the rehabilitation of Offenders Act 1974 and the amendment to the Exceptions Order 1975, 2013 and 2021. This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS Filter Guidance.

We are Ambitious about Autism

Our vision is acceptance and opportunity for every autistic child and young person.

We are the national charity helping autistic children and young people to learn, thrive and achieve in a world where they belong.

We work with autistic children and young people and those who support them to build the evidence of what works, deliver services and solutions, and influence change.

Contact us

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for Autism Education
Woodside Avenue, London N10 3JA

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✉ info@ambitiousaboutautism.org.uk

🌐 ambitiousaboutautism.org.uk

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Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 03375255.

Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.