



## SEND Administrator

SR1 (7—11) £21,458 — £22,871 (Actual) (£26,403—£28,142 FTE)  
(Based on 35 hours per week, 5 days a week, 39 weeks per year)

The Duston School is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment.

Closing Date: midday, Monday 24th August 2026



# The Role

The Duston School is looking to appoint a SEND Administrator to provide administrative support to the SEND Team.

Main responsibilities will include:

- Provide administrative support to the team, acting as first point of contact between the head of subject/faculty lead, external parties and families
- To coordinate and administer the processing of all paperwork concerning EHCPs, Annual and mid-reviews, Transition, Fact Finders and CYPS referrals.
- Liaise with outside agencies to arrange meetings and co-ordinate agency timetables to ensure students receive allocated hours on Education, Health and Care plan (EHCP) including room booking and informing reception.
- To coordinate administration of pupil learning plans/passports for EHCP and SEND category students and distribute to all relevant parties.
- Administrative lead of Edukey platform for whole school (SEND) information sharing to include pupil passports, individual learning plans and EHCP documents.
- To coordinate and undertake general administration including arrangements for the identification, assessment and provision for all SEND pupils
- To develop and manage the SEND filing system (including emails, Edukey, record of telephone conversations), the archiving, retrieval and disposing of SEND information as appropriate
- Attend and take notes at meetings, produce and circulate minutes as necessary, uploading to Edukey.
- Liaising with primary/feeder schools and external service ensuring that all SEND information is received and shared with regards to school leavers / transition
- To assist in organising factfinders transition day for year 6 vulnerable pupils
- To lead the organisation and administration of dyslexia/dyscalculia online assessments and visual stress tests
- To distribute/collate information from teaching staff and parents with regards to evidence requested by the SENDCO
- To assist in the organisation of parental, external agency and pupil focus meetings
- To co-ordinate the organisation and administration of Visual Stress Assessments.
- To assist in the implementation of system and procedural changes resulting from new and revised policies and legislation.



## Principal's welcome

**Thank you for your interest in working at The Duston School which is part of The Luminara Educational Trust.**

As Principal I take great pride in leading the school and supporting the students in their educational journey. The school mantra, 'Knowledge itself is power,' sits at the core of my own educational philosophy and influences all that we do as a school. As a staffing body we really do seek to get to know our students. I also firmly believe, as a parent myself, that if something is not good enough for my children then it certainly is not good enough for our students.

Our core aim is to help students climb the tree of knowledge so they can access University, Higher Education, Employment or an Apprenticeship and be the very best edit of themselves.' All students are inspired to Dream – Believe – Achieve.

TDS is a unique 4-19 mixed school. It is a high performing, successful and oversubscribed school of some 2000+ pupils with a primary phase, secondary phase and a thriving Sixth Form. Our facilities are truly outstanding, including extensive sports grounds, a swimming pool and state of the art purpose built curriculum suites including a designated Sixth Form area. Learning here has never been more exciting.

We believe that TDS should provide our young people with both the currency and character to succeed. We work relentlessly to nurture our students to unlock and achieve their potential.

Our pupils are actively encouraged to make a valuable contribution to society and thrive in a mutually supportive environment. All of our pupils are educated to enter the adult world with a strong moral compass, a real sense of resilience and to be armed with the key transferable skills that will allow them to succeed in an ever changing and fast paced globalised labour market. Our innovative curriculum enables them to gain the highest qualifications, acquire flexible life-long learning skills, and be ready to act responsibly as global citizens. We also promote the social, moral, spiritual and cultural development of our pupils, including a recognition and understanding of Fundamental British Values.

If you share our vision and know you want to make it a reality for The Duston School, we very much hope you will apply for this post. We look forward to hearing from you.

**Mr Sam Strickland**  
**Principal /CEO**



# The Duston School

**Do you want to work in a hugely successful nationally hailed school? Do you want to work in a school that operates on common sense and places people at the centre of all that it does?**

**In joining the Duston School you will be joining a school that is:**

- Built upon strong values and principles
- Places people at the heart of all that it does and a strong positive approach to workload and wellbeing
- Heavily over-subscribed
- Nationally recognised, heralded and applauded
- Served as a Behaviour Hub Lead School
- The 27<sup>th</sup> most improved school nationally, with GCSE and A Level outcomes since 2019 have ensured the school is both locally, regionally and nationally high performing, placing the school in the top 20% of all schools nationally and A Level results in the top 5% of all schools
- GCSE and A Level outcomes in 2024 were the best in the school's history
- A school of Character
- An Investors in People Gold School and Wellbeing
- An Inclusion Quality Mark (IQM) Flagship School and National Champion School
- A Global Equality Collective School
- The home of ResearchED Northampton
- A PKC Curriculum Hub
- Ofsted graded as 'strong' in all areas
- Has its own alternative provision; The Positive Impact Centre (PIC)



## TDS Ethos and Values

At The Duston School a heavy emphasis is placed on the role of the tutor, who students meet twice a day every day. The tutor acts as the primary advocate for their tutees and, in many respects, acts as their Duston School parent. This is the person that parents/guardians will primarily have contact with to discuss their son/daughter's education.

The Duston School is built upon three core values, Resilience, Respect and Aspiration. We expect all of our students to exhibit and display these core traits in their daily life at The Duston School, within the wider community and as they move into the next phase of their life once they leave our educational setting.

The Duston School community was canvassed to help create a new school mantra, 'Knowledge itself is power'. This echoes the words of Kofi Annan, "Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family." Knowledge provides us with the power to help others, in a variety of ways. It is also something that is good for our own self esteem. In addition, knowledge imbues us with authority and enables us to act and interact with others in a more moral way. As a school, we feel knowledge is power because:

### **Knowledge liberates us**

Knowledge sets us free, and makes us less dependent on others. Freedom is essential to any democracy. Being truly free means that we do not use our power to control other people against their will.

### **Knowledge commands positive respect**

True knowledge commands more respect than mere empty authority within a hierarchy ever could. If we have knowledge, we can direct others' decisions and help them to enhance their lives. Having knowledge about a relevant subject imbues us with authority. No matter who we are, or how old we are, if we have knowledge that is useful to other people, then those people will respect us.

### **Knowledge boosts our self-esteem**

Possessing knowledge can really give us a feeling of self-fulfilment and confidence. Knowledge is something that we can always fall back on. In addition, if we find ourselves facing a trial in life, knowledge can enable us to find a solution to the issue that boosts our self-esteem even further.

### **Knowledge creates positivity**

The process of seeking and finding knowledge teaches us to have a positive attitude about life. It teaches us to be motivated, determined, engaged with the world and self-reliant. It also fills us with enthusiasm and joy.



## Information about TDS

In September 2007 the school moved into a new £28m building which has state of the art facilities to make learning really come alive. Our spacious, well-lit buildings and extensive sports facilities offer high quality state of the art facilities for sports and both vocational and academic learning and teaching. The design of the buildings aims to reflect the school's successful ethos, and it's our pledge to ensure that all students are given the opportunity to achieve their potential whether their talents lie in the arts, literature, sport, science, technologies or more traditional subjects. We want The Duston School always to be a positive learning environment where we offer the best for all students. Our curriculum is designed to be personalised to the individual student therefore allowing them to achieve rapid progress to enable them to be successful in their future.

The Duston School is governed by The Luminara Educational Trust. Luminara is a trust that cares, builds possibilities and potential, and nurtures what learners are and what they can become. The trust recognise the transformative power of self-belief, and that children are happy, confident, resilient and self-critical. There are no short cuts and no excuses.

The trust values hard work, determination and ambition, acknowledging and celebrating the variety of ways in which learners can be excellent. Luminara ensure that all work is undertaken with professionalism, honesty and integrity. Staff well-being is also of prime importance to the trust.

TDS provide a health benefit package for our staff

and our on-site HR Advisor offers high quality personal support. Sound, financial business management enables us to undertake change to innovative projects both large and small.

### **Trust Mission Statement:**

Luminara Education Trust builds flourishing educational communities that all parents and children are proud of and contribute to. The trust seeks to deliver the very best educational standards, developing exceptional professionals who act with true moral purpose, professionalism and integrity. Every child is supported to develop the knowledge, skills and character to maximise their potential. All children are promoted to contribute to society and at the core of our moral purpose we work to ensure that no one is left behind.'

### **Trust Vision:**

Social Mobility  
Inclusion & Diversity  
Excellence & Opportunity

### **Trust Values:**

Integrity  
Care  
Respect  
Ambition  
Community





## Primary Phase at TDS

Our Primary School opened in September 2015 and has two classes making up each year group from Reception to Year 6.

The school environment is bright, light and welcoming and children enjoy coming to school. Highly skilled staff work as a team to drive learning forward through specifically chosen, high quality teaching methods. Highly effective targeted teaching, swift intervention, high expectations and feedback as well as close relationships with parents ensures that all groups of children achieve well.

The Motto 'Be Your Best' is fundamental to all we do in the Primary Phase. 'Care, Challenge and Succeed' are our core values which are embedded within the language of the school and throughout our curriculum. Children understand the motto 'Be Your Best' and know how to behave well to ensure that school is a calm place in which children can do their best learning.

The Primary Phase Curriculum places 'Powerful Knowledge', knowledge that takes students beyond their own experiences, at its heart.

The knowledge in our curriculum has been carefully chosen and is sequenced in a meaningful way which enables children to progress incrementally and builds from year to year. In this way, the knowledge in the curriculum is cumulative, constructing firm foundations from which children can build conceptual understanding and skills over time. Our curriculum is divided into subjects, recognising the unique identity of the disciplines we study, fostering a love for subject content that will flourish as children move through the curriculum.

An essential element of the Primary Phase curriculum is the development of broad and rich vocabulary, and the ambitious and explicit teaching of this. The vocabulary content of the curriculum has been planned with the purpose of addressing the 'word gap' for children who enter school with limited vocabulary.

Children will:

- Develop the appropriate subject specific knowledge, skills and understanding as set out in the National Curriculum, so that they can reach and exceed their potential.
- Have a holistic set of values that prepares them for life in the modern world in a diverse and ever-changing community.
- Develop the behaviours learners need to succeed in the world which include: concentration, perseverance, imagination, self-improvement and curiosity.
- Develop social skills and build a firm set of personal morals, and engage in the culture they live in and respect the cultures of others.

Young children are naturally good thinkers and our Foundation Stage Curriculum enhances their skills by encouraging them to bring everything they already know to their learning. Planning links ideas and is the beginning of our progressive curriculum. Topics are covered throughout the EYFS setting, both indoors and out. Previous learning is built upon by teaching new knowledge and skills and then planned opportunities are provided where children can apply what they have learnt through planned independent tasks and imaginative play.



## Benefits of working at The Duston School

### The school offers competitive working conditions and packages, including:

- Future progression resides at the heart of the school's ethos
- Personalised and bespoke CPD is offered to all staff
- Opportunities to attend external CPD courses and visiting other schools are positively encouraged
- An enhanced induction programme to support all new staff to the school, with a bespoke package of support for ECT's.
- Westfield Health - Private Health Plan for permanent, salaried employees
- On-site car parking
- A laptop
- A detailed Workload Charters, which sets out the school's commitment to support all staff with their workload
- No emails are sent at weekends nor holidays, we respect as a school the need to rest
- Co-planning is a guiding principle upon which our curriculum is built, with the use of workbooks and knowledge organisers across the school
- On-site restaurant for staff to use on a daily basis
- The lion share of directed meeting time is handed to staff to work on the curriculum
- Two faculty away days
- 4 traded days (which includes one day off to thank staff for the extra miles that they go)
- A priority place for staff children at the school
- Face-to-face meetings for all staff with the Principal to discuss your wellbeing, professional development and career aspirations
- Membership of the Teachers' Pension Scheme for teaching staff
- Membership of the LGPS Pension Scheme for non-teaching staff

### For support staff

- Generous Holiday entitlement, including bank holidays (or pro-rata of) which increases with service

**Candidates are welcome to visit the school prior to application**



## Workload at The Duston School

**The school takes the workload of employees very seriously and offers the following support :**

- A flexible approach to PPA, which can be taken remotely off-site
- Cycle to work scheme
- Understanding approach to outside/personal matters
- Performance management based on a coaching model
- The opportunity to be part of the school's wellbeing committee
- A staff CPD library
- A commitment to 4 days' worth of INSET/CPD per academic year.
- An opportunity to access a huge wider network that we are part of, including NITE, university based ITT providers and the Inspiring Leaders network
- A two week October half term

**Candidates are welcome to visit the school prior to application**



## What Ofsted have said.....

**Strong in every area. Ambitious in every classroom. Incredible because of its people.**

At The Duston School we build excellence every day. Our 2026 Ofsted outcome confirms what our staff, students and families already know; that this is a school that is strong in every area because we have the highest of ambitions and aspirations for the community we serve.

I am delighted that the inspectors saw what the leadership team and I see on a daily basis; namely a school that is calm, orderly, purposeful and prioritises teaching and learning. Teachers are able to teach and children are able to learn. This is underpinned by a deeply embedded, positive, relationally rich and fruitful culture that has inclusion running through the heart of all that we do. Inspectors were positive about all of the approaches undertaken by the school and deeply impressed by their impact and the care that staff have for the children. One of the inspectors commented that you can feel magic in the air. The interactions of children and staff were deemed to be incredibly positive; with staff clearly committed to the children, their education and their overall development as a person.

The inspection also demanded multiple meetings, be it with senior leaders, middle leaders, teaching staff, wider members of the staffing body and pupils. A number of key pupils were also shadowed as part of the inspection to ascertain what their typical daily educational diet is like. The inspection team commented on several occasions about the size of the school. The Duston School, with over 2000 pupils on roll and over 200 staff, is one of the largest schools in the country. Given this backdrop the impact of our collective work was highly commended due to the challenge of making such a large school consistent in all that it does.

Of greatest note are some of the comments about what it is like to be a pupil at the school, with the report stating:

*'Pupils are happy and enjoy learning at The Duston School.'* Coupled with *'despite the school's large size, there is a tangible sense of community that all pupils feel part of.'* The report goes on to say *'pupils benefit from a consistently high quality of teaching all through the school.'*

The overall thrust of the report is that the school is highly supportive of the children and highly inclusive.



## What Ofsted have said.....

As a school we are truly proud of the following:

### **A SCHOOL WHERE TEACHERS CAN TEACH**

At The Duston School we believe teachers should spend their time doing what they entered the profession to do; teaching great lessons, inspiring young people and developing their expertise. We have high standards because high standards create calm classrooms, purposeful learning and exceptional outcomes. When behaviour is right, everything else becomes possible.

### **A SCHOOL THAT INVESTS IN ITS PEOPLE**

The best schools are built by great teachers. Great teachers deserve great development. Whether you are at the beginning of your career or an experienced leader looking for your next challenge, we are committed to helping you become even better. We believe professional development should be meaningful. This is a school where ambition is welcomed, not feared.

### **A SCHOOL WITH PURPOSE**

Every decision we make is driven by one simple question:

Will this improve the life chances of our pupils and support staff to do their job efficiently and easily?

### **A SCHOOL GOING PLACES**

Our latest Ofsted outcome reflects the strength of our provision across the school. But we are not defined by inspection outcomes. We are defined by what happens in the school. The Duston School is a school with momentum. Most importantly, it is a school where we believe in people because people make the school.

Every Ofsted inspection report has historically and continues, rightly, to detail next steps for the organisation. These next steps are intended to support the focus of leaders to continue to drive school improvement. The next steps for The Duston School are:

*'Leaders should continue to refine and embed their identified priorities for improvement in order to drive a transformational impact for all pupils.'*

In other words, the school improvement priorities that leaders have identified are on the money to continue driving up standards in the school.



## What Ofsted have said.....

Given the size and scale of the school and that we are an all-through school spanning EYFS to Post 16 the school was inspected in every single area of the inspection framework. The overall judgements are as follows:

Safeguarding – **Met**

Achievement – **Strong Standard**

Attendance and Behaviour – **Strong Standard**

Curriculum and Teaching – **Strong Standard**

Early Years – **Strong Standard**

Inclusion – **Strong Standard**

Leadership and Governance – **Strong Standard**

Personal Development and Wellbeing – **Strong Standard**

Post 16 – **Strong Standard**



## What Ofsted have said.....

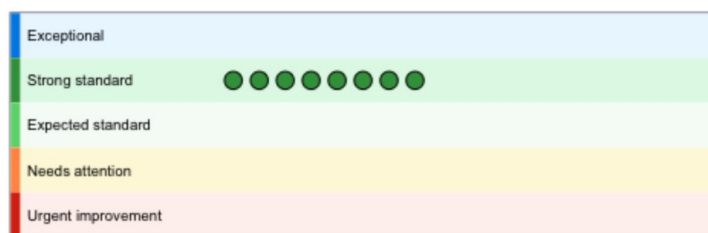
Visually the overall score card for the school looks as follows:

### The Duston School

Address: Berrywood Road, Duston, Northampton, Northamptonshire, NN5 6XA

Unique reference number (URN): 138214

### Inspection report: 10 March 2026



The full report can be accessed here in due course: [The Duston School - Open - Find an Inspection Report - Ofsted](#)

### JOIN US

If you want to work somewhere that values professionalism, champions excellence and invests in its people, then The Duston School could be the place for you. If you want to work with colleagues who care deeply about their craft and the pupils, The Duston School could be the place for you.

Our 2026 Ofsted outcome tells one story.

The story that matters most is the one we are writing next.

Come and be part of it.



## Northamptonshire

**Northamptonshire is a great place to live and work with a future, promising huge investment and growth in the area.**

Northamptonshire's prime position is not only a key factor in the development of the county's economy but also a catalyst in helping it remain one of the fastest growing counties in the UK. Located halfway between London and Birmingham, with easy access to the M1 motorway, Northampton is ideally placed for getting around the country. Furthermore both the Midland and West Coast Main Lines pass through the county.

Exciting times are ahead for Northampton with 20 new projects that will shape the future of the town in a multi-million pound investment. The Northampton Alive programme of regeneration includes more than 40 projects. Initial infrastructure works have commenced which will create a confidence and contribute to Northampton's future prosperity.

The county of Northamptonshire is famously known as "The Rose of the Shires", but is also referred to as the county of "Spires and Squires". Rural Northamptonshire is renowned for its picturesque villages and is a fantastic place to live or visit. Separated by miles of rolling countryside and surrounded by hedgerows and dry stone walls, the villages are a mix of styles and periods. Lime, sand and iron-stone cottages and manors contrast with Victorian red brick houses and the area's industrial canal heritage is evident in some villages along the

Grand Union Canal.

### **Travel and Relocation Expenses**

Reasonable interview and relocation expenses will be considered on an individual basis. Notification of claim must be made within the first month of joining the school. If a member of staff resigns/leaves before the end of the first term of the claim, a payment, determined by the Chair of the Board of Governors, will be returned to the school.

If you require overnight accommodation there are many hotels in the area, below are a few suggestions:

#### **Hopping Hare**

18 Hopping Hill Gardens, Duston, NN5 6PF  
[www.hoppinghare.com](http://www.hoppinghare.com)

#### **Premier Inn**

Northampton Road, Harpole, NN7 4DD  
[www.premierinn.com](http://www.premierinn.com)





## How to apply.....

### **Applying:**

Please complete an application form (we do not accept a CV alone) along with a letter of application to the Principal. Please email the application form and letter to: [jobs@thedustonschool.org](mailto:jobs@thedustonschool.org)

If you have not heard from us within two weeks of the closing date, please assume that you have been unsuccessful on this occasion.

The Duston School is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. We follow safer recruitment practice and all appointments are subject to satisfactory DBS checks. In addition references will be requested for short listed applicants prior to interview and will form part of the interview process.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy/ies.

**Online searches will be carried out for all shortlisted candidates.**