

Access Manager – SEND Provision & Inclusion

Salary: Teacher Pay Scale + SEN Allowance | **Contract:** Permanent

KEY APPOINTMENT DETAILS

Post Title	Access Manager (SEND Provision & Inclusion)
Reporting To	Assistant Principal Inclusion / SENCO
Location	Kingston Maurward, Dorchester, Dorset DT2 8PX
Teaching Commitment	Up to 30% timetable commitment
Closing Date	16th November 2026
Safeguarding	Enhanced DBS & statutory checks required



WELCOME FROM THE PRINCIPAL

Thank you for your interest in joining Dorset Studio School as our **Access Manager – SEND Provision & Inclusion**. Dorset Studio School offers a genuinely unique educational experience where learning is active, practical, and deeply connected to the real world. Set within the stunning 750-acre Kingston Maurward estate, we combine strong academic standards with hands-on, land-based learning opportunities.

Our ethos is simple: if we are able to meet the needs of individual students, they are welcome to join us irrespective of their starting points. We are brave in our decisions and place the needs of the child and their future at the centre of everything we do. As Access Manager, you will work closely with our Assistant Principal for Inclusion/SENCO within a 'Team Around the Child' structure to ensure every student removes barriers to learning and thrives.

The Dorset Studio School Difference

Small, supportive school community • High-quality land-based & environmental education • Strong commitment to inclusion and belonging • Direct leadership impact coupled with high-quality classroom teaching.

JOB DESCRIPTION: ACCESS MANAGER (SEND PROVISION & INCLUSION)

Purpose of Job: Working under the strategic leadership of the Assistant Principal for Inclusion/SEND, the Access Manager will play a key role in strengthening the school's inclusive practice and ensuring students with SEND receive effective, evidence-informed support. The postholder will maintain a teaching commitment of up to 30% of a timetable, delivering targeted teaching and intervention programmes in line with school priorities.



Main Responsibilities & Duties

1. Strengthening Inclusive Practice

- Support the school's mission for outstanding land-based education and aspirational destinations.
- Place student needs at the centre of decision-making without compromising their best interests.
- Support the drafting and implementation of the Inclusion Strategy.
- Model and promote effective adaptive teaching strategies across all subjects.

2. Graduated Response & Provision

- Lead the coordination and monitoring of targeted SEND interventions (e.g. ELSA, SALT, reading).
- Ensure interventions are evidence-informed, mapped, and regularly evaluated for impact.
- Identify students requiring additional specialist support.

3. EHCPs & Casework

- Monitor delivery of Section F EHCP provision alongside the Inclusion Manager.
- Lead selected Annual Reviews and statutory processes as directed.
- Liaise with parents, external agencies, and Local Authority services.

4. Learning Plans & Teaching

- Lead development and review of Individual Learning Plans with student & family voice.
- Maintain up to 30% teaching commitment modelling exemplary practice.
- Staff the Studio Classroom support room one lunchtime per week (40 mins).

Culture & Ethos Alignment: We coach through the lens of "improve not prove". The successful candidate will wear our aspirations for students on their sleeve, displaying warm, welcoming, insistent positivity.

PERSON SPECIFICATION

Category	Criteria	Requirement
Qualifications	Qualified Teacher Status (QTS) & Degree level qualification	Essential
	Recent SEND-related professional development	Essential
	NASENCO award / Ability to teach Maths / Additional SEND qualifications	Desirable
Experience	Successful teaching experience with a record of securing positive pupil outcomes	Essential
	Experience working with SEND pupils across a range of needs & adaptive practice	Essential
	Experience contributing to EHCP reviews, SEND assessments, & parent liaison	Essential
	Experience leading staff training, coaching colleagues, or monitoring provision data	Desirable
Knowledge & Skills	Secure knowledge of SEND Code of Practice, EHCP processes, & Graduated Response	Essential
	Ability to lead, coordinate, and monitor SEND provision effectively	Essential
	Strong organisational, data interpretation, and report-writing skills	Essential
Personal Qualities	Passion for inclusive education and high expectations for all learners	Essential
	Resilient, adaptable, solution-focused, and calm under pressure	Essential
	Commitment to safeguarding, equality, diversity, and professional integrity	Essential



Particular Requirements of the Role:

The successful candidate will demonstrate a strong commitment to inclusive education in our land-based environment, lead effective SEND provision under the direction of the Assistant Principal, undertake up to a 30% teaching commitment, and deputise for the Assistant Principal Inclusion/SENCO when required.

APPLICATION & SELECTION PROCESS

Key Dates & Timelines

Closing Date	16th November 2026
Shortlisting	Following closing date
Interviews	To be confirmed with candidates
School Visits	By appointment (contact email below)

How to Apply

To apply for this post, please visit our school website to download the official application form:

Website: www.dorsetstudioschool.co.uk
Email Completed Applications To: info@dorsetstudioschool.co.uk

Important Guidance: Applicants do not need to submit a supporting statement. Please note that **CVs will not be accepted**.

School Visits: Prospective candidates are warmly invited to visit the school. If you wish to arrange a visit, please email info@dorsetstudioschool.co.uk.

Safeguarding & Equality Commitment

Dorset Studio School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) check, satisfactory pre-employment references, verification of QTS status, and relevant identity and health checks.

