



Welcome to Clapton Girls' Academy!

Dear Candidate,

Thank you for considering joining us as **SEND Administrator**. We're delighted you're interested in becoming part of the CGA community.

CGA is a vibrant, ambitious school where every student is encouraged to aim high and every member of staff is supported to thrive. We're proud to share some of our recent achievements:

- Outstanding in all areas – Ofsted, May 2024
- Silver Secondary School of the Year award (Pearson) 2025
- Autism Inclusion Award (National Autism Society) July 2025

Our Learning support Faculty is a large and well-resourced team with a wide range of skills, backgrounds and specialisms. We have access to high quality external services such as speech, language and communication, education psychology, child adolescent mental health, art therapy, translation and counselling services to supplement the support we offer in school. Clear and transparent systems for provision mean that students are able to access support based on need and ensures that resources are distributed equitably and fairly thereby ensuring that all our students are able to access our exciting and engaging curriculum.

Your Wellbeing Matters

We know that great learning for students starts with happy, healthy staff. That's why we prioritise work-life balance and staff wellbeing. Here are just a few ways we support this:

- Flexible working options to help you balance your professional and personal life;
- A two-week October half-term to give you time to recharge;
- Regular opportunities for staff feedback – we listen and act on what matters to you;
- A comprehensive wellbeing programme.

As a member of our team, you'll benefit from excellent CPD, access to excellent professional development, and the chance to grow in a school that values collaboration, and creativity. We're proud to be an anti-racist school and are committed to building a staff team that reflects Hackney's rich diversity. If you're passionate about shaping the next generation of female leaders, we'd love to hear from you.

You can apply via our website: <https://www.claptongirlsacademy.com/support-staff-vacancies>

We look forward to welcoming you.

Kind regards,

Anna Feltham
Headteacher

Please note the closing date for applications for this post is Wednesday 10th June 2026 at 9am.