



**SEN Administrator**  
**Stoke Damerel Community College & Scott Medical & Healthcare College**

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## Introduction

Thank you for your interest in the post of SEN Administrator at Stoke Damerel Community College and Scott College Campus.

This is a unique and exciting opportunity to join the campus and further contribute to the life chances of young people in the school and across the Trust.

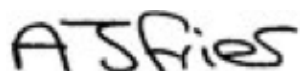
Stoke Damerel Community College and Scott College are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises twenty-five schools: seven in South London, five in Berkshire, one in Surrey, nine in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

The college websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information – Email [info@sdcc.net](mailto:info@sdcc.net) or telephone 01752 556065. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Anita Frier  
Headteacher  
Stoke Damerel Community College and Scott Medical and Healthcare College

## **Greenshaw Learning Trust – ‘Always Learning’**

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment. We are extremely proud of our success, but we are not complacent.

We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,800 people and educates over 17,300 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts

## Terms and Conditions

<b>Line Managed by:</b>	<b>SENCO</b>
<b>Line Management:</b>	N/A
<b>Contract:</b>	Permanent
<b>Salary:</b>	<p>Salary calculated in line with NJC Grade C pay scale, points 5-7 <b>£21,575 – £22,368 fte, per annum</b></p> <p><b>Actual salary: £19,059 - £19, 760 per annum</b> (starting salary, and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder).</p>
<b>Hours of Work:</b>	<p>37 hours per week x 40 weeks per year (term time plus 2 weeks)</p> <p>Monday – Friday 8am – 4pm / 8:30am – 4:30pm</p>
<b>Place of Work:</b>	The successful candidate will undertake work across both Stoke Damerei Community College and Scott Medical and Healthcare College. No additional travel is required as the sites are next door to each other.
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report
<b>Superannuation:</b>	<p>Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a></p>
<b>Holiday Entitlement:</b>	The annual holiday entitlement is 23 days plus 2 extra-statutory days. As this is a term time role the postholder will be paid an enhancement for holiday pay.
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
<b>Right to Work Check:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

### **Job Description – SEN Administrator**

This job description forms part of the contract of employment of the successful applicant.

#### **Job Purpose**

Staff undertaking this role will need to have specific skills and experience to carry out day to day responsibility for regular administrative tasks under the guidance of the line manager (SENCO). Working flexibly with all other members of the Learning Support Team (SENCO, HLTAs, TAs and Specialist provision staff) to ensure a coherent approach to Inclusion takes place within the School.

You will be required to work across campus at Scott Medical and Healthcare College and Stoke Damerel Community College

The following list outlines the main duties for this post but is not a comprehensive or exclusive list and may be varied from time to time.

#### **Main duties and responsibilities**

- Organise the diary of the campus SENCO's
- To ensure that teaching staff receive updated information that will be created by the SENCO to ensure students are effectively supported in lessons. Updating pen portraits.
- Adhere to the School's rigorous procedures for recording, monitoring, analysing and acting upon a range of data including student attendance, referrals, academic and SEN records from all subject areas.
- Contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with external agencies. - telephone/reception acting as the first point of call for the Learning Support Team. - draft reply to letters - SEN Office filing. - Photocopying
- Provide typing service as necessary with accurately typed information
- Produce invitations to Annual Reviews and other meetings.
- Provide administrative support as appropriate which will include preparing statements, profiles and additional reports.
- Input, retrieve and analyse information using the MIS systems.
- Ensure that confidentiality is observed at all times and abide by the data protection act.
- Ensure the safe disposal of confidential waste.
- Prioritise your workload to ensure the completion of work to specific deadlines
- Collate individual feedback for pupils on the SEN register and when preparing them for reviews.
- Update all tracking data as directed
- Contact departments to request particular information (schemes of work, pupil progress etc.).
- Work collaboratively with the SEN and Specialist provision team.
- Update support timetables for TAs.
- Liaise with feeder schools and other relevant bodies to gather pupil information.
- Assist the SENCO/Examination Officer with special exam arrangements for pupils with special needs

- To arrange exam concessions support for all formal examinations for students entitled to this support
- Be responsible for maintaining the SEN section of MIS and providing relevant data
- To produce costed provision maps for additional SEN funding in consultation with the SENCO's
- In partnership with the SEND SLT Manager, monitor and reconcile all SEN funding allocation.
- To liaise with the relevant local authority to ensure that appropriate funding is received
- In consultation with the SENCO, arrange a cost-effective alternative provision for students as required ensuring statutory requirements are met.
- To undertake first aid training and once qualified to administer first aid to staff and students as part of a larger First Aid team.
- To act as a fire warden as required by the School.

These responsibilities may be varied from time to time to meet the changing needs of the college.

#### **Personal Development**

- Participate in a programme of CPD

#### **Trust Standards**

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's Code of Practice and its policies and procedures
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures
- Undertake all duties with due regard to the Trust's equalities policy and relevant legislation
- To uphold and promote the ethos and values of the Greenshaw Learning Trust

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> <li>Strong academic record, including English and Maths GCSE at Grade 4 or above (previously grade C or above)</li> <li>Experience of working in an office environment providing administrative support</li> <li>Experience user of Office Suite applications i.e. Excel Word and Google Docs.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using school MIS system</li> <li>Understanding of school's roles and responsibilities</li> <li>First Aid qualification</li> </ul>
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> <li>Ability to maintain confidentiality at all times</li> <li>Ability to be flexible and supportive to colleagues</li> <li>Enthusiastic and willing to learn new skills</li> <li>Ability to work within College policies and procedures with an awareness of equal opportunities</li> <li>Be able to form positive relationships with students and maintain a firm and friendly approach to supporting students within the college</li> <li>Ability to work effectively in a team and as an individual</li> <li>Good verbal and written communication skills</li> <li>Ability to organise work, prioritise tasks and manage time effectively</li> <li>Ability to deliver a customer focused service with a positive and supportive approach</li> <li>Resilience, tact and diplomacy, even when under pressure</li> <li>Be personable and set a good example to colleagues and students.</li> </ul>	

## The Recruitment Process

### 1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **9am on Wednesday 11<sup>th</sup> October 2023**. Applications received after this date and time will not be considered.

### 2. Shortlisting

Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

### 3. Interview Process

Interview date is to be confirmed. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up the post as soon as possible.

### 6. Additional information

For further information, please contact [HR@sdcc-smhc.net](mailto:HR@sdcc-smhc.net)

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.