



FULLHURST
COMMUNITY COLLEGE

EST 1991



SEND ADMIN INFORMATION PACK

Transforming Lives

www.fullhurst.leicester.sch.uk

Dear Applicant,

It is with great pleasure that I introduce myself as the Executive Headteacher of Fullhurst Community College. Thank you for expressing your interest in becoming a part of our school community.

Fullhurst Community College is committed to creating a supportive and inclusive learning environment for our 1500 students, aged 11-16 years. We take pride in offering the highest quality education and personalised learning pathways for every student, a commitment recognised in our recent Ofsted Inspection (September 2023): "Dedicated staff at the school have worked hard to create an inclusive culture."

Our primary objective is to shape successful, confident, and responsible individuals, equipped with both academic qualifications and essential personal and social skills. Acknowledged by Ofsted, our broad and varied curriculum ensures that all students have opportunities to realise their aspirations. "The school has planned an ambitious curriculum to meet the needs of all pupils."

The core values of Respect, Kindness, Determination, and Unity are integral to our success in enabling students to exceed their potential. "These values underpin the strong relationships pupils have with staff and each other. Pupils respect diversity." (Ofsted September 2023)

Our commitment to excellence extends to equipping our staff with the necessary tools and materials for delivering high-quality education from the start of their career.

Our state-of-the-art facilities at Fosse and Imperial Campuses cater to the diverse needs of our student body, contributing to our 'good' rating across all areas by Ofsted (September 2023).

If you are enthusiastic about contributing to our ongoing success and making a positive impact on the lives of young people, we warmly welcome your application.

We look forward to the possibility of welcoming you to our team of dedicated and outstanding staff.

Best regards,

Christina Bailey
Executive Headteacher

FULLHURST COMMUNITY COLLEGE

Reasons to join our team



Fullhurst Community College first opened its doors in 1991 and we have never been more excited about our future.

WE LISTEN TO OUR STAFF

We continuously collect staff feedback throughout the year using 'Weekly 10', which provides staff with the opportunity to share insights into their well-being and enables us to respond promptly and effectively to their needs.

WE VALUE OUR STAFF

We have an active group of staff who form our Wellbeing Committee who work to ensure that effective practice and provision is in place that promotes the emotional wellbeing and mental health of both staff and pupils.

"Staff are proud to work at the school. They are happy and appreciate the support they get from the school to develop their knowledge and skills."

Ofsted September 2023.



WHAT WE CAN OFFER YOU:

- Free access to our fully equipped on-site gym and preferable rates for college facilities hire
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint
- Free electric car charging
- We provide a wide range of activities and events for staff to relax and enjoy across the year.
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen
- Annual flu jab - to protect against those winter germs
- Vivup counselling service offering telephone or face-to-face appointments, 365 days a year
- We're committed to equality and diversity; this is an area of responsibility for a member of our SLT and a linked Governor.

FULLHURST COMMUNITY COLLEGE

What staff have to say about



“Since joining as a fresh-faced NQT in 2012, I have seen Fullhurst go from strength to strength. The staff working here are an incredible team, which is reflected in the results, which continue to improve year on year. I have had the pleasure of teaching a diverse range of amazing young people at Fullhurst, many of whom still have strong ties to the college and keep us updated on their successes. Hearing about these positive outcomes is so rewarding and a big part of why I am still enjoying my time here later I am still proud to be part of the team. As the college expands and very excited to see what happens in the future.”

Mr T Jones *Phase Leader for Communications*

“I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!”



Miss T Marlow *Science Technician*

FULLHURST COMMUNITY COLLEGE

What staff have to say about



“I joined Fullhurst Community College straight after a successful School Direct programme and completed my NQT year here. Fullhurst have a fantastic NQT programme where you gain outstanding support to help you develop to become the best teacher you can. Two years later I was fortunate to be offered the position of Head of Physical Education and am now a Standards Leader. The reason I applied to work at Fullhurst is the ethos of transforming lives. I believe that as a teacher and a leader, you can provide every student with equal opportunities so that they can reach their full potential and that is exactly what Fullhurst offer. Working with a variety of students from completely different backgrounds, I find to be very rewarding and enjoyable. Every day something new can happen which keeps you on your toes! I love working here because you feel like you make a real difference to our students’ lives in both their academic and personal development.”

Miss M Bird, *PE Teacher and Year 7 Standards Leader*

“I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer.

I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community”.

Mr S Willcock, *Senior Deputy Headteacher*



“I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. I was then promoted to be Curriculum of Maths. Having worked previously as a second in department at a different school in the city, I was ready to influence students’ lives on a wider scale and this seemed the best opportunity to do so. When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college’s goals fall in line with my personal goal as a facilitator of learning, which is that ‘every child irrespective of their background has the right to achieve and do well to the best of their capability’. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst I have been given opportunities to embark on courses to improve my leadership skills.

Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country.”

Mrs V Adeniyan, Phase Leader for Maths



FULLHURST COMMUNITY COLLEGE

Recruitment Advertisement



Post title: SEND Admin and First Aid

Salary: Actual starting salary is £22,080 per annum (Grade 4 Points 7-10 pro rata)

Contract type: Permanent 39 weeks per year (38 weeks term time, 5 training days).

Responsible to: Deputy Headteacher

We are seeking a SEND admin to join our experienced and successful SEND department.

Fullhurst Community College is an over-subscribed and multi-award-winning secondary school for 11-16-year-olds based across two impressive campuses in Braunstone, Leicestershire. Our school is dedicated to our local community, and we passionately believe in transforming the lives of young people from one of the most deprived communities in the UK by ensuring that every student has the very best life chances made available to them.

Further details about the role, including the application form are available from our website www.fullhurst.leicester.sch.uk or by emailing recruitment@fullhurst.leicester.sch.uk

A cover letter detailing why you are a suitable candidate for the position should accompany your completed application. Completed applications should be returned to the Executive Headteacher, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH or via email at recruitment@fullhurst.leicester.sch.uk



CLOSING DATE: MONDAY, 6TH JANUARY 2025 AT 9.00AM

Safeguarding Statement:

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people. In addition, all roles within the school/college are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and are subject to an enhanced Disclosure and Barring Service (DBS) check. These posts may also be subject to further DBS re-checks at appropriate intervals. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form. Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.

Fullhurst Community College

Job Description



Post title: SEND Administrator and First Aid

Salary: Actual starting salary is £22,080 per annum (Grade 4 Points 7-10 pro rata)

Contract type: Permanent 39 weeks per year (38 weeks term time, 5 training days).

Hours: 37 hours per week (Mon – Thu 8.30am-4.30pm with 30min lunch and Fri 8.30am-4.00pm with 30min lunch)

Responsible to: Deputy Headteacher

Core purpose of the post:

To provide comprehensive administrative support to the SEND Department to ensure the smooth operation of the SEND Department in securing the provision for students with individual needs.

Specific responsibilities of the role:

- To work under the direction of the SENDCO, exercising initiative and independent action, and without the need for close supervision.
- Provide an efficient and responsive administrative service to help meet the learning needs of students with individual needs.
- Provide accurate and professional administrative support, ensuring agreed standards and deadlines are met.
- Provide administrative support for TA meetings, etc.
- To attend EHCPs and take minutes supporting effective paperwork completion.
- To support with administrative work related to Access Arrangements.
- Handle data to maintain SEND registers and track the progress of students on the SEND register.
- Maintain a well-organised and efficient office base and reception.
- Follow and adhere to all college policies and procedures including data protection policy, equality and diversity policy, health and safety policy, safeguarding children in education - child protection policy.

Job tasks: (Each task taking at least 10% of the post holder's time)

- Provide an administrative service to the SEND services and College.
- Input all SEND data onto the SIMS update and maintain the relevant filing, clerical and computerised record systems, database, spreadsheets, etc.
- Arrange appointments and meetings and include preparation and distribution of information.
- Deal with general telephone and personal enquiries, referring more complex issues to appropriate colleagues to ensure reception runs smoothly.
- Prepare agendas for Teaching Assistant meetings, record the outcomes and circulate appropriately.
- Contact parents to organise formal review or other meetings. Arrange diary to ensure time use is co-ordinated if outside agencies are involved.
- Collect, prepare and disseminate data to annual reviews, minute these confidential meetings, word-process the SEND reports and distribute information to relevant parties post meetings.
- Keep a diary of when reviews are due, to ensure that teaching staff have completed appropriate feedback on time, distribute to link teachers and ensure that central copies are filed and accessible.
- Be aware of confidential issues, linked to home, student, college work and keep confidences as appropriate.

Other responsibilities

- Attend regular, scheduled team meetings.

- To assist with hospitality for meetings/events as and when required.
- Organise reception and daily visitors.
- Attend relevant courses and any other training deemed reasonable within the requirements of this post.
- Undertake other duties that may be reasonable as requested by the Executive Headteacher, the SENDCO or the Director of Resources.

Hours to be flexible e.g. to cover absence/sickness as and when required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Executive Headteacher /Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature _____

Date _____

Fullhurst Community College

Person Specification



Post title: SEND Administrator

Salary: Actual starting salary is £22,080 per annum (Grade 4 Points 7-10 pro rata)

Contract type: Permanent 39 weeks per year (38 weeks term time, 5 training days).

Hours: 37 hours per week (Mon – Thu 8.30am-4.30pm with 30min lunch and Fri 8.30am-4.00pm with 30min lunch)

Responsible to: Deputy Headteacher

| Training and education | Essential (E) / Desirable (D) |
|---|-------------------------------|
| English and Maths GCSE (A*-C) or equivalent qualification. | E |
| IT qualification or good knowledge of using Word, Microsoft, Excel. | E |
| SIMS Trained or relevant experience. | D |
| Experience and knowledge | |
| Experience of dealing with the public both face to face and on the telephone. | E |
| Experience of using Education software e.g. SIMS. | D |
| Experience of working in an educational environment. | D |
| Experience of dealing with students with special needs. | E |
| Knowledge of utilising office ICT applications sufficient to build new templates, spreadsheets etc. | E |
| Knowledge of extracting and analysing data from a mixture of manual or computer sources. | E |
| Knowledge of good practice, policies and procedures in schools/colleges. | E |
| Knowledge of Health and Safety at Work Act and the implementation. | D |
| Working knowledge of GDPR. | E |
| Qualities and skills | |
| Ability to deal with people at all levels and from a variety of backgrounds. | E |
| Excellent interpersonal skills and telephone manner. | E |
| Ability to prioritise own work with others to meet deadlines. | E |
| Ability to work as a member of a team and work effectively with others. | E |
| Ability to communicate effectively with staff external bodies, students and parents. | E |
| To work to a high standard with attention to detail. | E |
| Ability to use own initiative and work under pressure. | E |
| Good organisational and time management skills. | E |
| Good awareness of, and ability to, exercise confidentiality when necessary. | E |

| | |
|---|---|
| Display a professional approach to the role with a positive attitude to professional development. | E |
| Equal opportunities | |
| Commitment to equal opportunities and equal value for all. | E |
| Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice. | E |
| Other conditions | |
| Willing to work occasionally outside normal school opening hours, training days and some pre-arranged days in the school holidays to support the service. | E |
| A willingness to attend training courses and train other staff as required. | E |
| A polite and helpful manner to staff, students, governors, parents and the wider community. | E |
| Must satisfy relevant pre-employment checks e.g. Disclosure and Barring Service (DBS). | E |

* **E = Essential** **D = Desirable**