



Blenheim

SEND Administrator Term Time + 2 weeks (39 weeks) Start Date TBC

Grade 6 - Point 2
£26,569.00 FTE per annum
(40 hours per week)
Full Time



www.blenheim.surrey.sch.uk

BACKGROUND INFORMATION

Blenheim High School became Surrey's most improved school for public examination outcomes in the 2017/18 academic year, was categorised by Ofsted as 'Good' in all areas in May 2019, has been oversubscribed since 2020 and achieved its best public examinations results in summer 2022. In March 2023, despite the consistently large increase in student recruitment, Blenheim secured the biggest increase in first preference Year 7 applications across Surrey.

Blenheim is a dynamic, exciting and supportive environment in which to work. The school opened in September 1997 with one year group and has grown to its current size of 1337 students on roll including over 200 in the Sixth Form. Blenheim is a mixed comprehensive and our reputation in the community is excellent. The intake comprises of students from all surrounding areas with ability levels being favourable; over 50% of all students have high prior attainment at the end of Key Stage 2. In recent years the school's popularity has grown significantly, as detailed below:

Year	2023	2022	2021	2020	2019	2018	2017
Number of Year 7 Students Recruited	248*	248*	248*	248*	234	209	188

* Waiting lists currently operate in these four year groups.

As a Single Academy Trust Blenheim's features include:

- A 36-week academic year with a fortnight October half term break and a 7 week summer holiday.
- Formative assessment being embedded across the curriculum ensuring students have a clear understanding of their 'next steps'.
- A significant financial reserve, which Blenheim has complete autonomy to invest.
- Modern buildings and infrastructure.
- A strategic goal prioritising staff well-being, led by the senior whole school well-being lead.
- A comprehensive co-curricular programme prioritising the development of the whole student.
- A Chelsea FC Blenheim Girls' Football Academy that competes in the National Youth Football League.
- A 'Blenheim Ambition' Dance Academy.
- A 'High Performers' programme to boost student aspirations, independence and career prospects.
- An extended day for Year 11 and Year 13 students until 5pm Monday – Thursday, with complimentary biscuits, squash and pizza.

In 2019, Blenheim was characterised as a 'good' school following a Section 5 Ofsted inspection. Please [click here](#) to read the Ofsted Report. Ofsted commented that the school had excellent capacity to continue improving. The Headteacher, Mr A A Bodell, has made a long term commitment to Blenheim.

Blenheim converted to Academy Status in March 2012 and has developed many community and primary school links. Blenheim is a well-resourced school and is fortunate to have outstanding facilities including modern buildings, large grounds, an AstroTurf pitch, bespoke sixth form facilities and grass football and rugby pitches. Together with a very supportive and well qualified governing body the school has invested significantly in several areas, not least in the appointment of high-quality practitioners and on-site infrastructure. Visitors often comment on the calm, purposeful learning environment that pervades.

Blenheim sets high standards in terms of uniform with several 'non-negotiables' and there are strict expectations regarding behaviour and conduct, both in and out of the classroom. Students can be given up to 1 hour detention on any given day without 24 hours' notice. Ofsted described Blenheim as 'calm, orderly and purposeful' and our students as 'respectful, kind and courteous', which is what those of us who work at Blenheim see every day. The Headteacher has little sympathy for poor standards of student behaviour.

As Blenheim students prepare to take up their place in society they are actively encouraged to become independent learners. Part of this process involves the integration of iPads across the curriculum; all teachers and 98% of students own one. Technological evolution is inevitable and this approach is key to ensuring that students develop attributes that will allow them to adapt in a rapidly changing world. The iPad complements daily teaching and allows students to easily access a multitude of interactive and innovative resources both in and away from school.

BLENHEIM GCSE RESULTS

Blenheim's 2022 GCSE results involved all students sitting public examinations set by the National awarding bodies for the first time since 2019. A combination of well-researched teaching and learning practices, rhythmical assessment and feedback, frequent reporting, well - timed interventions and consistent monitoring of student performance has led to the majority of outcomes surpassing those achieved in 2019.

Since 2019, all GCSE subjects have been attributed 9 – 1 grades with 9 – 5 being considered 'higher' grades or strong passes.

Headline Figures

	Blenheim 2022	Blenheim 2019
5 or more + 9 - 5 or A* - C incl. Maths & English	50%	41%
Maths 9 - 5	54%	58%
English Language 9 - 5	61%	53%
English Literature 9 - 5	60%	53%
English 9 - 5 (best of Lang or Lit taken)	68%	63%

Higher passes (Grades 9 – 5) and Highest passes (Grades 9 - 7)

	Blenheim 2022	Blenheim 2019
9 - 7 grades	27%	17%
9 - 5 grades	60%	53%

English Bacalaureate outcomes (Grades 9 – 5 and 9 - 7)

	Blenheim 2022	Blenheim 2019
English 9 - 7	25%	16%
Maths 9 - 7	21%	21%
English 9 - 5	68%	63%
Maths 9 - 5	54%	58%
The English Bacalaureate strong pass	14%	15%
Combined Science (Double Science) 9 - 7	23%	10%
Combined Science (Double Science) 9 - 5	57%	40%
Biology 9 - 7	100%	35%
Biology 9 - 5	100%	74%
Chemistry 9 - 7	100%	36%
Chemistry 9 - 5	100%	70%
Physics 9 - 7	100%	36%
Physics 9 - 5	100%	72%
Geography 9 - 7	23%	17%
Geography 9 - 5	53%	57%
History 9 - 7	29%	16%
History 9 - 5	56%	35%
French 9 - 7	40%	40%
French 9 - 5	65%	75%
Spanish 9 - 7	39%	36%
Spanish 9 - 5	81%	68%
Computing 9 - 7	64%	12%
Computing 9 - 5	86%	53%

BLENHEIM GCSE RESULTS 2022

Achievement across a range of subjects

Blenheim's 9 – 5 pass rate was 60%. In Technical awards, Blenheim achieved a 100% pass rate (Pass to Distinction*) in Technical iMedia, BTEC Health & Social Care, BTEC Travel and Tourism and NCFE Health & Fitness.

English and Mathematics

Results in these core subjects remained well above the national average for Blenheim students in 2022 with 54% gaining the 9 - 5 GCSE grade in Mathematics, 68% in either English Language or English Literature, with 25% of grades being the highest GCSE grade of 9 - 7 in English and 21% in Mathematics.

GCSE grades 7 to 9

27% of all entries were awarded 9-7 grades, 36 students achieved average grades of 7 or higher, and 12 students achieved an average of grade 8 or higher. The top performing student secured all grade 9s in his subjects.

Name	GCSE				BTEC	Destination
	Grade 9	Grade 8	Grade 7	Grade 6	Distinction *	
Student 1	10					Blenheim Sixth Form
Student 2	6	2	2			Blenheim Sixth Form
Student 3	5	2	2			Blenheim Sixth Form
Student 4	6	1	1		1	Blenheim Sixth Form
Student 5	5	3		1		External Sixth Form
Student 6	4	3	2			Blenheim Sixth Form
Student 7	4	4		1		Blenheim Sixth Form
Student 8	5	2		2		Blenheim Sixth Form
Student 9	3	3	3		2	External Sixth Form
Student 10	4	2	2	1		Blenheim Sixth Form
Student 11	2	3	4			External Sixth Form
Student 12	2	3	4			Blenheim Sixth Form
Student 13	2	5		2		Blenheim Sixth Form
Student 14	1	4	3	1		Blenheim Sixth Form
Student 15	2	1	1	2		Blenheim Sixth Form

BLENHEIM A LEVEL RESULTS 2022

15 Highest achieving A Level students.

Name	Grades	Qualification 1	Qualification 2	Qualification 3	Destination
Student 1	A* A* A*	Chemistry	Maths	Physics	Durham University–Natural Science
Student 2	A* A* A*	Chemistry	Further Maths	Maths	Bath University–Maths
Student 3	A* A* A* A*	Chemistry	Further Maths	Physics & Maths	Oxford University–Chemistry
Student 4	A* A* A	Gov. & Politics	Sociology	English Lit.	Bath University–Social Sciences
Student 5	A* A* A	English	PE	History	Edinburgh University–Eng. Lit & History
Student 6	A* A A	Gov. & Politics	English	RS	Warwick University–Philosophy
Student 7	A* A A	Spanish	Maths	Psych.	Cardiff University–Economics & Spanish
Student 8	A* A A	Geography	Psych.	RS	Nottingham University–Phil. & Psych.
Student 9	A* A B	Sociology	Business	Geography	Surrey University–Business Management
Student 10	A* A B	Biology	Chemistry	Art	Bristol University–Biochemistry
Student 11	A A B B	Drama	English	Psych & Spanish	Sussex University–Drama & English
Student 12	A* A C	Sociology	Drama	English Lit.	Apprenticeship
Student 13	A A B	English Lit.	Sociology	RS	Nottingham University–Phil. & Psych.
Student 14	A A B	History	Media	English	Southampton University–English
Student 15	A A B	Maths	Physics	Product Design	Apprenticeship

JOB PROFILE



Accountable to: Assistant Headteacher- Special Educational Needs Co-ordinator (SENCo)

Job Purpose

To work alongside the Assistant Headteacher- SENCo and Deputy SENCo in order to ensure the efficient and effective operation of the SEN administration systems and software.

Accountable to:

Assistant Headteacher- SENCo

Key accountabilities:

Under the supervision of the Assistant Headteacher- SENCo and Deputy SENCo to:

- Manage the operation of administration systems including storage, processing, and retrieval of student data, ie. Files (paper-based and electronic) adhering to GDPR protocols
- To undertake general SEND administration and word processing including mail merge, Excel, and other ICT as an integral part of the post.
- To carry out all correspondence to parents/external agencies, as necessary.
- To undertake telephone/reception work dealing warmly and effectively with all enquiries to the Special Needs Department from visitors and students.
- To assist with the planning and organisation of annual reviews for students with Education, Health & Care Plans.
- To assist with diarising meetings with parents and external agencies.
- To maintain SEND data onto SIMS student database and to ensure all records are up to date. Produce SIMS reports when required.
- To effectively work to deadlines, sometimes under pressure.
- To appropriately communicate with teaching staff in distributing SEND information on behalf of the Assistant Headteacher- SENCo and Deputy SENCo.
- To attend relevant training as requested.

- To take minutes at meetings (parental, external agencies, department meetings etc) and circulate as appropriate.
- To co-ordinate the administration of annual reviews by collating information, liaising with staff and outside agencies, taking minutes at meetings, and circulating information as appropriate.
- To liaise with external agencies for assessment of SEND students.
- To demonstrate a co-operative and constructive approach with all staff, thus ensuring that a team spirit is engendered amongst all.
- To demonstrate a keen interest in all aspects of the school's activities and to promote them both internally and externally.
- To maintain confidentiality and GDPR protocols with regards to sensitive information, such as SEND records.
- To be familiar with all school policies, in particular Safeguarding procedures and to promote the welfare of children.
- To support and coordinate exam access arrangements as necessary.
- To prepare SEND intakes, such as Year 7, Year 12 and mid-year transfer entries.
- To guide staff across SEND Department as appropriate and as necessary.
- To liaise with key students.
- To check in on particular SEND students.
- To accommodate children isolating in the ELC
- To carry out exam training and invigilation duties as required.

Safeguarding

- To be familiar with school policies, in particular safeguarding procedures, and promote the welfare of children.

Key Responsibilities

- To advocate the place of the department in the curriculum and the benefits it will provide students once they leave school.
- Ensure potentially vulnerable students can succeed through differentiation and stimulating lesson delivery.
- Track and monitor data use it to inform practice.
- Ensure school uniform is worn correctly.
- Produce internal and external reports as necessary.
- To contribute to whole school events as necessary and weekly duties.
- Communicate effectively and purposefully with parents so they are well informed.
- Promote positive attitudes to learning and behaviour for learning with vulnerable students.
- Liaise with the SEND and EAL Departments to ensure students with unique needs are effectively catered for.
- Uphold and promote the values and ethos of the school.

Person Specification

Essential	Desirable
<ul style="list-style-type: none">• Good communication and interpersonal skills.• Good word processing skills.• Proficient working knowledge of Microsoft Office.• Able to input data onto computer accurately.• Organised and able to meet strict deadlines.• Ability to follow procedures.• Sympathetic to the needs of young people.• Prepared to work as part of a team.• Ability to work under pressure.• Self-motivated and able to work on own initiative.• Ability to deal with information. Confidentially.• Administrative experience.• Willingness to undertake appropriate training for the post.• To demonstrate a sound and constructive contribution to both the Department and the school.• To time manage effectively, prioritising with regard to tasks.	<ul style="list-style-type: none">• Experience with SIMS computer system.• Experience working in a school or college.• Experience of Assessment Manager Computer software.• Knowledge of the SEND Code of Practice.• Experience of diary management.• Experience of project management.• Knowledge of JCQ access arrangements.



THE APPLICATION PROCESS

Please either click on 'Quick Apply' or complete the school's application form including a Statement of Application outlining achievements to date and detailing why you are the right person for the role given the candidate brief. Please ensure this is no more than two sides of A4.

If choosing to complete the school's application form then please email your completed application to recruitment@blenheim.surrey.sch.uk. Applications should be received by **12.00pm (noon) Friday 24th March 2023** with interviews scheduled for later that week. **The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.**

Please be reminded that you are liable to prosecution if you are included in the Disclosure and Barring Service's/Disclosure Scotland's Children's Barred List and engage, or seek or offer to engage, in work which either involves contact with children or provides opportunities for contact with children.

