



Peacehaven
Community
School

SEND Admin Assistant/ Officer
INFORMATION



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Dear Applicant,

I am delighted that you are interested in leading our exceptional team at Peacehaven Community School into the next phase of its journey. I hope you will take a look at our [PCS Website](#) and [PCS Prospectus](#) as well as taking the time to consider the information enclosed with this letter.

Peacehaven Community School is a proudly comprehensive and fully inclusive school. This means diverse teaching opportunities, providing for students with a very broad spectrum of need. It includes a Special Facility with a Speech, Language and Communication specialism.

Standards of teaching and learning at Peacehaven Community School are high. There is a consistent approach to lesson planning, teaching and marking at the school and an explicit focus on differentiation and quality of work in books. At the heart of our vision for the school is a relentless drive to ensure that all pupils make good progress in every subject. Our curriculum is broad and balanced, offering courses to suit pupils of all abilities.

Peacehaven Community School was judged as "Good" by Ofsted in October 2018. The school has gone from strength to strength in recent years and is proudly oversubscribed at Key Stage 3. We are committed to securing excellence in learning and progress for all students through exciting and stimulating teaching, and a rich curriculum which encourages a love of learning. We want all students to have high expectations of themselves and to develop as enthusiastic, creative and positive young people who display good personal, social, emotional and spiritual development.

At Peacehaven Community School, we know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised. Our motto is 'Aspire, Achieve, Believe' where achievement is a focus for all. We encourage students to aspire and be their best. We promote self-confidence and belief, supporting students to face the challenges future life brings, alongside an awareness and understanding of the values of our society and other cultures. We seek to celebrate our pupils' talents and skills at every opportunity and are proud of what we achieve together as a school community. To achieve our vision, we place the recruitment, retention and professional development of excellent teachers as a top priority.

Peacehaven Community School is located in the town of Peacehaven, seven miles from the vibrant town of Brighton, situated on the south coast above the chalk cliffs of the South Downs. Our modern, well equipped building has exceptional facilities offering an inspiring modern learning environment, with well resourced classroom spaces.

Peacehaven Community School has a traditional family culture combined with an ambitious ethos for excellence. It is part of a very exciting multi-academy trust focused on school improvement, collaboration and continuous learning. Swale Academies Trust is currently made up of sixteen other schools, both primary and secondary, located in East Sussex and Kent. The Trust provides unparalleled opportunities for professional development and will grow further in the future.



Peacehaven Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

Yours sincerely,

A handwritten signature in black ink that reads "R Henocq".

Ms Rachel Henocq
Headteacher

A handwritten signature in black ink that reads "L Leung".

Ms Liza Leung
Executive Headteacher

JOB DESCRIPTION



Job Title: SEND Admin Officer
Salary: SAT D
Responsible to: SENDCo

MAIN PURPOSE OF THE ROLE:

To fully support the SENDCO and assistant SENDCO, Special Facility and Specialist Teacher Team with the daily running of the SEND department and play a leading role in liaising with parents, carers, students and all key workers including iSEND specialists, Virtual School Head and employees and Social Workers.

To line manage and deploy the Teaching Assistants within school to ensure students are supported in class according to EHCPs and SEN support plans.

To ensure that vulnerable students receive interventions and support via key workers employed directly and indirectly by the school and that funds to provide interventions and provisions to the students via High Needs, Catch up, and Pupil Premium funding are spent and deployed effectively, with records of such being kept and impact recorded and analysed.

Key Tasks

- To co-ordinate the preparation of information of SEND pupils at a targeted key stage for all staff and support all staff in understanding the needs of SEND pupils.
- To compile, review and regularly update SEN registers, liaising with the Pastoral Teams, Curriculum Leaders, teachers and Senior Management.
- To support the SENDCO in monitoring and tracking progress of students on the SEN register via provision maps and data and use the results to guide further improvements.
- To communicate with staff both verbally and written informing them of any changes or updates regarding SEN pupils arranging relevant testing with outside agencies or internal specialist staff as appropriate.
- To liaise with the SENCO, senior management, Pastoral Leaders, Curriculum Leaders, teachers, support staff, parents, external agencies and other schools to ensure that individual pupils SEND needs are met and that the requirements of statements of SEN are met.
- To assist the SENCO with preparing the paperwork for annual reviews of statemented children and when necessary to hold reviews.
- To manage referrals to outside agencies including Speech and Language, Children's Services, Educational Psychologist, Sensory Needs Service, Physiotherapy Service, Counselling and School Nurse, etc.
- To Line Manage the team of Teaching assistants and administrative staff in the SEND department and Facility, taking responsibility for direct or indirect support, monitoring and professional development of the teams.

JOB DESCRIPTION



- To organise the work experience and careers enhancement of all SEND students
- To work with the Exams Officer to support with the administration of non-core examinations for SEND students
- To organise daily intervention programmes for students identified by the SENDCO including 1:1 and small group withdrawals for SEN and statemented pupils, monitoring the progress and feedback results to the SENCO and senior management.
- To attend meetings to inform staff of provision for SEN pupils and their progress.
- To support transition of pupils from Year 6 to Year 7 by attending meetings of prospective pupils and year 6 parents throughout the year and to meet parents individually where necessary for personalised programmes of transition.
- Oversee administrative duties in accordance with statutory and school requirements, including providing telephone cover and message service, process incoming and outgoing mail, maintain office diary, arranging meetings and appointments, oversee the minute taking of meeting, produce and distribute accurate records of routine office meetings including updating CPOMS where necessary.
- Auditing and collating data on all stages of Statutory Assessment, Wave provisions, pupil tracking, exclusions, wider outcomes data for vulnerable groups etc. and presentation of data for specific audiences.
- Administer transactional financial processes of the Special Facility which are exceed £600,000 per annum, including:
 - Working with the SENCO, Business Manager and PP AHT to devise a budgeting plan for the funds for Special Facility, High Needs Block, Catch-up and PPI funds, assessing impact and efficiency
 - Initiating purchase orders for, teaching, teaching assistant, office and SEN resources from the SEN, Catch-up, Special Facility, High Needs Block and Pupil Premium budgets.
 - Assisting the SENCO and Business Manager in managing the SEN budget and identifying possible pupil premium need
 - Advise and train support staff on the correct programmes to use for specific problems.

PERSON SPECIFICATION



	CRITERIA	ESSENTIAL/ DESIRABLE
Key Skills & Abilities	Ability to contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests	E
	Ability to contribute to the maintenance and analysis of records of pupils' progress	E
	Ability to communicate effectively and sensitively with pupils to support their learning	E
	Ability to work collaboratively with colleagues as part of the school team	E
	Ability to guide the work of other adults in the learning environment	E
	Ability to liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning	E
	Able to converse at ease with customer and provide advice in accurate spoken English	E
	Ability to recognise and respond effectively to equal opportunities issues as they arise	E
Education & Qualifications	QCF Level 3 qualification or equivalent experience	E
Knowledge	Knowledge of the Professional Standards for Teaching Assistants	E
	Knowledge of the statutory frameworks and the SEN policy	E
	Specialist knowledge and experience e.g. in behaviour management, pastoral care, special educational needs or individual subject areas	E
	Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour	E
	Knowledge of the key factors that affect the way pupils learn	E
Experience	Experience of working as a Teaching Assistant or equivalent experience of working with children or young people	E
	Experience of using ICT to advance pupils' learning, and experience of using common ICT tools for own and pupils' benefit	E
	Experience of working in a range of educational settings	D
Personal Attributes	A commitment to the learning of all pupils	E
	A commitment to improving own practice through observation, evaluation and discussion with colleagues	E
	A commitment to the Education Department's Equality of Opportunities policy	E

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to liz.fulker@swale.at or by post to the following address:

Mrs Liz Fulker,
Peacehaven Community School,
Greenwich Way,
Peacehaven
East Sussex
BN10 8RB

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence.
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



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ASHDOWN HOUSE
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