

PINNER

HIGH SCHOOL



GENERAL ADMINISTRATOR (SEN) CANDIDATE INFORMATION PACK 2019/2020

Inspiring Learning

Dear Applicant,

I could not be more excited about Pinner High School, past, present and future. It is brilliant to lead a new project with supportive local schools committed to sharing their expertise in an aspirational and involved community. The future is exceptionally bright.

I am now looking for more exceptional colleagues who can join me on this journey. Our opening three years were a great success, with very positive feedback from students, staff and parents. They all rated us 'Outstanding' in all categories at the end of our first year. Ofsted rated us 'Outstanding' in all categories in our first inspection in May 2019. Most important of all, we have happy students who are keen to learn, who have settled well into a busy and active secondary school life.

Whilst our opening has been extremely successful, new colleagues will need to lift us to new heights and help us meet new challenges. We have grown quickly to 700 students, but still have some way to go before we reach 1,162 students and complete our refurbishment programme. You will need to ensure our students continue to make exceptional levels of progress and receive first class pastoral care, with access to the highest quality enrichment activities: everything that is involved on our school motto 'Inspiring Learning' that makes our school an excellent, inclusive one for the whole community. We are 'Stonewall School Champions', have the Silver Arts Mark and the Bronze Eco Schools Award. You will need to be supportive of these programmes.

Whilst setting up Pinner High School is immensely rewarding, establishing a new school is certainly challenging. Before opening I created a uniform, met with our local Councillors and Member of Parliament, selected the type of flush mechanism for the toilets, and developed expertise in drainage solutions for DT classrooms. Now open for three years, the school feels much more familiar, but a role at Pinner High School is a varied one that will expand your professional horizons. Our first group of students are our trailblazers, and new colleagues will need the same pioneering mindset.

I am well aware that no matter how strong the foundations, an organisation is only as good as its people. The Pinner High School that we continue to build together is one where colleagues are valued for the contributions they make to the lives of the young people we serve, and are recognised for the opportunities they provide for our students. Over 800 people have applied to work at the school since it was proposed, and I have exceptionally talented and hardworking colleagues. We achieved the Investors in People Health and Wellbeing Award in our first year of opening, and new members of staff will share a commitment to a healthy work-life balance.

If Pinner High School sounds like it is right for you, complete the application form in full and submit a personal statement, of no more than two sides of A4. In your personal statement explain why you want to work with us and why you are the best person for the role. Applications must be emailed to careers@pinnerhighschool.org. Please include your name and the post you are applying for in the subject line of the email and in the file name with which you save your application.

I look forward to hearing from you.



Chris Woolf
Headteacher

General Administrator (SEN)

Reports to:	Relevant Senior Leader
Start date:	September 2019
Hours:	18 hours per week, 3 days, over 38 weeks Term time only plus INSET days Hours to work flexibly during school day
Salary:	H2 PT 3 Pro-rata £8,643 £20,835 FTE per annum
Contract	Permanent

We encourage you to read our website carefully and familiarise yourself with our prospectus, this candidate information pack and the application form for the post.

Pinner High School opened in September 2016 with 150 Year 7 students. We will admit 180 Year 7 students each year; so having 900 Year 7 – Year 11 students in 2020/21. Its onsite sixth form, for up to 250 students, will admit its first Year 12 students in 2021/22. Pinner High will have its full complement of year groups in 2022/23. There will be 12 additional places for students with Autistic Spectrum Disorder. (So the total roll will be 1,162 if all year groups and the ASD places are full). Pinner High School is located on Beaulieu Drive, HA5 1NB. The site is adjacent to the site of Cannon Lane Primary School, which is currently expanding from 3 forms of entry to 4.

Pinner High School is part of The Harrow Academies Trust, a multi-academy trust established by the seven secular high school academies within Harrow. These high schools, together with Whitmore High School (which is a community school maintained by Harrow Council), have a strong track record of collaboration, including establishing Sixth Forms, the age-of-transfer that saw Year 7 join high school (instead of middle school), academy conversion in 2011, and establishing The Jubilee Academy (an alternative provision free school) in 2013.

The Harrow Academies Trust also includes Harrow View Primary School, which is a primary school that will be constructed as part of the major housing / regeneration project in Harrow on the site of the current Kodak site.

The following job description is not necessarily exhaustive; it will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

While this post is expected to be based predominantly at Pinner High School it may involve work with, and at all schools within, the Trust as the Trust develops.

INTRODUCTION

At the heart of a successful school is the provision of high quality teaching and learning, the effective use of resources, improving standards of achievement for all pupils and the promotion of pupils' personal development and well-being. All colleagues play a key part in this provision by a commitment to the school's ethos, by working effectively in administrative teams for the benefit of our students. In this way, s/he assists the school in reaching its targets and objectives.

JOB DESCRIPTION:

KEY RESPONSIBILITIES

- To provide administrative Support for the SENCO and the SEND department;
- To provide comprehensive administrative support to teaching colleagues and senior support staff colleagues in a busy environment;
- To market and promote a positive image of the school in all dealings with parents, students and other external contacts.

SEN Administration:

- To update the SEN Register and other records such as Access Arrangements lists;
- To input accurate and timely student information on school management system (SIMS);
- To maintain up to date record keeping and files;
- To organise Year 6 transition meetings internal and externally;
- To assist and help set up for open evenings, coffee mornings, tours and taster days;
- To support the Admissions Lead with SEN/ASD admission and transfer process;
- To type Individual Education Plans and arrange for their reviews;
- To plan, gather, and cascade documentation for Annual Reviews, liaising with all necessary staff and outside agencies;
- To organise, invite and facilitate Annual Review meetings with all stakeholders;
- To take minutes at Annual Review meetings;
- To assist with meeting statutory deadlines for submissions;
- To assist with timetabling of support including TA's and HLTA interventions;
- To liaise with parents, the Local Authorities and other stakeholders as necessary;
- To book and organise appointments with SEN/ASD teams as necessary;
- To produce templates, forms and resources as directed by SENCO;
- To assist with the ordering of all stationery, books and equipment needed for the department;
- To maintain a professional approach with situations of a sensitive nature;

General Administration:

- To manage all queries received in a timely and professional manner including:
 - telephone queries,
 - contacting parents on confidential and routine matters,
 - distributing relevant information to staff, students and parents,
 - respond to students request for information and advice referring to relevant staff as necessary.
- To support the Teaching Staff with administrative tasks as directed;
- To support HoY / Middle Leaders with data requests from SIMS etc. when required;
- To provide administrative support for photocopying, filing, scanning, emailing and completion of routine forms as required;
- To organise and/or support Information Evenings, Parents Evenings, Team building events, conferences and other extra-curricular/enrichment activities as required;
- To support the Educational Visits process, completing paperwork and documentation required, obtaining quotes for transport, entry and accommodation;
- To support school communications via Parent Pay platform;
- To maintain data, records and information systems on behaviour, attendance, medical, welfare and other related issues, both computerised and manual, with due regard for data protection and confidentiality;
- To produce statistical information and reports for Senior Leaders, Governors and other stakeholders to improve the quality of teaching and learning for all students as directed;
- To issue student reports to parents in line with the reporting and assessment calendar;

- To ensure relevant materials are available for the GCSE options process;
- To work collaboratively with peers to communicate, share best practice with and debate in the best interests of both staff and students.

Support for School:

- To be committed to, and promote, the school's vision, aims, objectives and values.
- To promote positive behaviour and respond appropriately to situations that challenge equality of opportunity.
- To attend weekly team meetings as required.
- To work co-operatively and support the Academy's Professional Review system.
- To be responsible for promoting and safeguarding the welfare of all students.

NOTES

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

All postholders are expected to be aware of and comply with policies and procedures relating to health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Line Manager as appropriate; ensure compliance with your responsibilities as laid out in the Pinner High School Equal Opportunity Policy and take an active role in promoting equality and diversity; promote the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.

The postholder may be asked by the Board of Trustees, Local Governing Body or Headteacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post.

All staff employed by the Trust are required to be fully aware of and understand the duties and responsibilities arising from the Children's Act and associated Government guidance in relation to child protection and safeguarding young people.

All staff employed by the Trust are required to reflect and model the ethos and values of the Trust. All staff employed by the Trust are required to respect the confidentiality of information relating to students, their families, and staff.

Pinner High School and Harrow Academies Trust are committed to safeguarding and promoting the welfare of students. Successful applicants will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

PERSON SPECIFICATION

Education, Qualifications and Training	Essential	Desirable	How Identified
Maths & English Grade C or above GCSE (or equivalent)	Yes		Application
Degree or professional qualification		Yes	Application
Experience	Essential	Desirable	How Identified
Experience of working in a clerical role	Yes		Application Reference Interview
Experience of working in a SEN role		Yes	Application Reference Interview
Previous experience of working to support students in an education environment		Yes	Application Reference Interview
Experience of working with data systems and on line materials and a knowledge and understanding of data security		Yes	Application Reference Interview
Experience of working with a range of stakeholders in a service environment		Yes	Application Reference Interview
Knowledge, Skills and Abilities	Essential	Desirable	How Identified
Good basic IT proficiency	Yes		Application Interview
Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds	Yes		Reference Interview
Demonstrates great communication & interpersonal skills	Yes		Interview Reference
Demonstrates an ability to quickly establish positive working relationships with students, staff, parents and a wide range of people from within and outside the school	Yes		Application Reference Interview
Demonstrates an ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm	Yes		Reference Interview

personality, a practical approach and sound judgement			
Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour	Yes		Reference Interview
Demonstrates an ability to maintain a non-confrontational approach	Yes		Reference Interview
Other Requirements	Essential	Desirable	How Identified
Enthusiasm, energy and commitment	Yes		Reference Interview
High expectations of all young people, respect for their social, cultural, religious & ethnic background, and a commitment to raising the achievement & self-esteem of all young people	Yes		Application Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Application Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Interview

July 2019