



SEND Admin Assistant Appointment Information Pack

Message From the Headteacher

At Coombe Boys' School we are passionate about providing learners with opportunities that they would never have had before. We aim to fire the imagination and develop an aspiration and a work ethic that will enable learners to achieve their ambitions.

We believe that it is essential that school is a challenging, inspirational and transformational experience. We also believe that it must provide a moral framework for learners to live their lives by and that students perform to their best abilities when they feel supported, confident and happy.

We are enormously proud of our academic, sporting and cultural successes, however we are proudest of the fact that parents tell us that their sons are happy here and that they enjoy coming to school. Our successes have been recognised by the Department for Education who are funding a rebuilding programme for the school, which we hope will begin in Spring 2025.

Thank you for taking the time to look at the information relating to this post. Please do contact the school if you have any queries or to arrange a visit.

Kind regards



David Smith
Headteacher



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Coombe Vision Statement

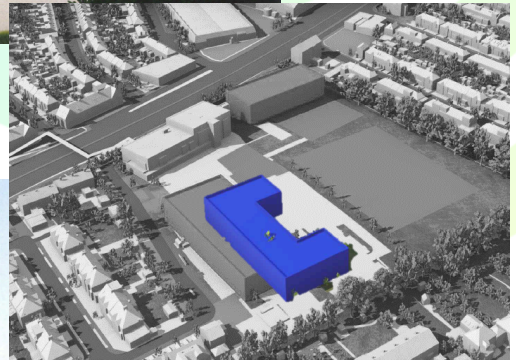
Coombe Boys' School, is a community of learners that embraces innovation and inclusivity in teaching, leading to academic excellence and a world of opportunity for all. We strive to foster a culture of creativity and critical thinking that empowers our students to become confident lifelong learners and responsible global citizens. Our commitment to providing a diverse and inclusive learning environment ensures that every student is heard, recognised as an individual and feels valued and respected. The focus on academic excellence prepares students for success in an ever changing world. Our goal is to inspire our students to think beyond the classroom and to explore the endless possibilities that lie ahead, so that they may confidently shape their own futures and make a positive impact on the world.

Coombe prepares each student for their World of Opportunity by:

- **Delivering excellence** through innovative teaching that is inspirational and brings an ambitious, broad and inclusive curriculum to life. It engages every learner in their Coombe journey offering a transformational and challenging experience.
- **Driving ambition** by fostering a culture of creativity that develops all members of our community to be confident learners who are happy, resilient, embrace challenge and are excited by their own potential to shape the future.
- **Developing integrity** through a diverse and equitable community where every person is heard, recognised as an individual and feels valued and respected. Our shared purpose promotes exemplary behaviour, outstanding and supportive relationships between all above all, ensuring kindness permeates every day life.

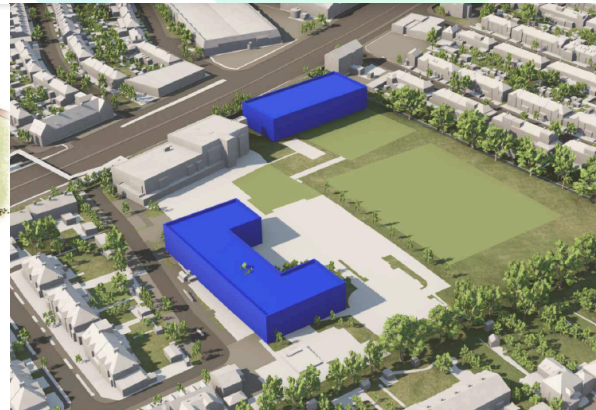
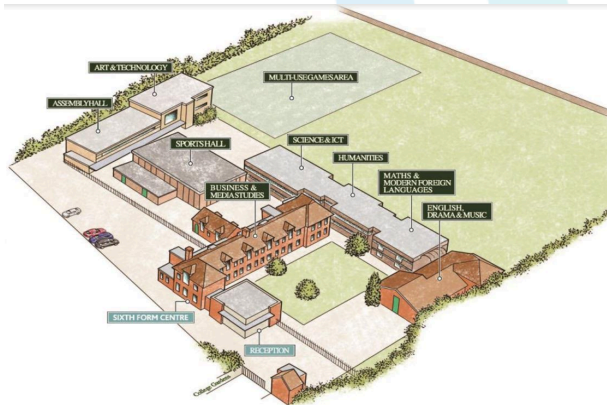
School Rebuilding Programme

New Main School Building



The school is about to embark on a multi-million pound rebuild project, which will dramatically change the school and give us the most up to date facilities in the local area. The whole process is expected to take 3 ½ years, and will present a number of challenges for the school during the process.

New PE, Drama and Music Building



SEND Department

We are very proud of the inclusive ethos at Coombe Boys' School and this is reflected in our SEND Department. Our SEND cohort makes up approximately 15% of the school population. In September 2020 we opened our SRP (Specialist Resource Provision) on site, which offers specialist teaching for a small group of pupils with an EHCP. We look forward to exciting developments in our specialist SEND provision in the near future.



The department currently consists of 15 core staff with a wide variety of skills and experience. Our team of teaching assistants supports our pupils in core subjects and supports pupils 1:1 or in small groups outside of class. Amongst other interventions they offer small-group reading interventions in conjunction with our school librarian, 1:1 check-ins to support emotional wellbeing needs, homework support and work alongside our SENDCo, Student Support Manager and Educational Psychologist to assess pupils and plan strategies to meet special educational needs. Our Specialist Assessor tests pupils for Exam Access Arrangements and ensures this support is provided for public examinations.

Our Student Support Manager offers a number of different interventions including small group work to improve resilience, friendship and social skills, aspirations and healthy lifestyles. He also offers 1:1 check-ins and therapeutic interventions to support young people with social, emotional or mental health needs. Our Student Support Manager runs our team of Mental Health Ambassadors which is a group of students in Year 9 and 10 who work hard to raise awareness about the importance of emotional wellbeing, and reduce stigma around mental health. We have recently developed our "Hands-on Hub", an outdoor learning space where our Student Support Manager runs Bushcraft Club.



Our Special Resource Provision (SRP) supports students with speech, language and communication needs and is run by a group of staff with significant depth of knowledge about specific needs, such that they are regularly utilised in support of a wider range of students across school.

The SENDCo supports teaching and non-teaching staff to meet the needs of pupils with SEND in a number of different ways including a detailed SEND register with links to key documents and strategies, and regular 'Solution Circles' to share good practice and provide support for Quality First Teaching for all.



The colleague joining the team as a SEND Admin Assistant will arrive to a well-established administrative system with scope for it to be streamlined. Their role is crucial to the effective running of the department and enables colleagues to provide the optimum level of support for some of our most vulnerable students. The colleague will therefore be a valued member of a close-knit team and a welcome addition to the school.

Job Description: SEND Admin Assistant

3 days per week (preferred days can be discussed), hours 8.30am – 3.30pm

Department or area: SEND Department

Responsible to: SENDCo

Purpose of the post:

- Providing administrative and organisational support to the SENDCo and the SEND team.

Professional Values and Practice:

- Communicate effectively and professionally with all levels of staff, external organisations, pupils and parents.
- Understand the contribution that support staff and other professionals make.
- Contribute to and share responsibility in the corporate life of the school.

Main responsibilities and tasks:

To include:

- Manage manual and computerised record/information systems for SEND data and produce reports for analysis.
- Arrange meetings and appointments, send invites, book rooms, take minutes and complete subsequent admin tasks.
- Attend meetings with parents, students, staff and professionals where required
- Maintain records of provision maps and interventions
- Manage the handover of files and information between relevant agencies and educational settings.
- Produce and manage the intervention and support timetable under the guidance of the SENDCo.
- Liaise with key stakeholders through email/phone/text.
- Support the SENDCo and Exams Officer in exam access arrangements testing and applications, to include preparation and related admin tasks for students identified by SENDCo/other staff.
- Supporting with the administering of external and internal examinations and related tasks.
- Maintaining and distributing SEND resources for staff and students.
- Support students to access available provision – book out laptops, manage hearing aid devices/charging, create resources under the direction of the team.

General Responsibilities:

Results, Achievements, Standards

- Support the policies and practices for School Administration which reflects the school's commitment to high achievement and effective teaching and learning.
- Support the shared understanding of the importance and role of the School Office in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.

Teaching and Learning

- Support staff in their drive to raise standards of teaching and learning.

Student Development and Well Being

- Contribute to a purposeful learning environment where learners feel safe, secure and confident.
- Support staff to manage learner's behaviour constructively and promote self-control and independence.
- Understand and participate in the contribution made by the pupils' understanding of the duties, opportunities and rights of citizens; how to recognise and deal with racial/homophobic stereotyping.
- Support the development of:
 - Effective communication and engagement
 - Young person development
 - Safeguarding and promoting the welfare of the child
 - Support transitions
 - Multi-agency working
 - Sharing information

Relationships with Parents, Schools and Community

- Support the partnership with parents to involve them in their child's learning and support the provision of information about curriculum, attainment, progress and targets.
- Ensure the parental contact is friendly, supportive and professional.
- Ensure relationships with the wider community, other schools and external organisations is professional informative.

Learning and Growth

- Managing own learning and performance.

School Development Plan Focus:

- Support any school initiatives arising from school development plan.

Appraisal:

- Participate in any arrangements within an agreed national framework for the appraisal of performance.

Key Internal Relationships:

- SENDCo, Headteacher and Senior Leadership Team, Heads of Year, Tutors, teaching staff, support staff and pupils.

Key External Relationships:

- SEN Team at Achieving for Children, other relevant organisations, community partners, other borough staff, other schools in and out of borough, parents, visitors to the school.

Budget Responsibilities:

- N/A

Health & Safety:

- Ensure health and safety and child protection regulations are observed at all times.

Terms of Employment

Time

Support staff do not have Directed Time within their hours. However staff may on occasion be asked to attend after school events and this is compensated for by their non-attendance at twilight Inset sessions.

Undertaking other duties as may reasonably be expected

NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultations with the post holder.

Agreed by: _____

Date: ____ / ____ / ____

Person Specification:

SEND Admin Assistant

The following comprises the qualifications, personal qualities, skills and experience required to fulfil the duties as outlined in the job description.

Qualifications:

Essential:

- GCSE grade C or above (or equivalent) in both English and Mathematics.
- Requirement to participate in training/development as/when identified by line manager as essential for the performance of the post.

Experience:

Essential:

- Experience of working in an administrative role.

Desirable:

- Experience of working in a school.
- Experience of using Arbor or another school MIS.
- Experience of working with children of relevant age in a learning environment.

Personal Qualities and Skills:

Essential:

- Good Literacy and Numeracy skills.
- IT skills including good knowledge of Google Suite.
- Highly motivated and enthusiastic.
- Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds and to communicate with their parents and outside agencies.
- The ability to motivate and enthuse students.
- The ability to use initiative and work proactively.
- The ability to work as a member of a team.
- An ordered and systematic approach to organisation of workload.
- Ability to work effectively with teaching staff.
- Good interpersonal skills.
- A commitment to working to strict deadlines.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to demonstrate and promote good practice in line with the ethos of the school.
- Understanding of safeguarding issues and promoting the welfare of children and young people.
- A solid belief in the inclusion of all students in a full educational experience.
- Knowledge and experience of the school's management Information and safeguarding reporting systems or a willingness to undertake training.
- Suitability to work with children.

‘This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment’

Website: www.coombeboysschool.org

Facebook: www.facebook.com/CoombeBoysSchool

X: [@CoombeBoysNews](https://twitter.com/CoombeBoysNews)/[@CBSHeadteacher](https://twitter.com/CBSHeadteacher)

YouTube: [Year 7 Welcome Video](#)

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