



APPLICANT PACK

SEND Administration Officer

Trinity Catholic College

Middlesbrough

Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of SEND Administration Officer.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package, along with information on the many advantages of living and working in the North East.



Applicants should return their application forms to vickers.t@trinity.npcat.org.uk by the **closing date, Monday 17th April 2023, 8am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Benita Shaw, SENDCo, via email: shaw.b@trinity.npcat.org.uk

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Hugh Hegarty CEO

NPQH | MSc | PGCCGC | BEd Hons | CTC

Job Advert

Required:	As soon as possible
Salary:	Grade E/F, SCP 6-11 (Actual salary £18,896 - £20,690)
Hours:	37 hours per week, Term Time Only plus 1 week
Contract Type:	Permanent
Location:	Trinity Catholic College, Lacy Road, Middlesbrough, TS4 3JW

Trinity Catholic College is part of the Nicholas Postgate Catholic Academy Trust, a family of 37 schools, and a vibrant Sixth Form College. With more than 14,000 students and 2,000 staff, NPCAT is now one of the largest multi-academy trusts in the UK.

We wish to appoint a dedicated and highly motivated SEND Administration Officer to provide administrative support to the SENDCo in the running of the SEND department.

The successful candidate will have:

- An NVQ Level 3 or equivalent qualification / experience in a relevant discipline
- Strong numeracy and literacy skills
- Experience of working effectively in a busy environment with competing priorities and deadlines
- Strong communication skills with the ability to relate well to both children and adults

Closing date: Monday 17th April 2023 by 8am

Please refer to the back cover of the application pack for details of how to apply for this position.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: SEND Administration Officer

Grade: E/F SCP 6-11

Responsible to: SENDCo

Job Purpose

- To provide administrative support to the SENDCO in the running of the SEND department.
- To contribute to an atmosphere of respect, recognition, optimism, celebration and mutual support in the school which promotes equality within, and values the diversity of the school community.
- To build and develop relationships with staff at all levels.
- To support the inclusion of pupils with Special Educational Needs into the community.
- To contribute to the distinctive nature of our Catholic ethos.
- To ensure the dignity of all members of the community is preserved.
- To be a fully supportive member of the school SEND Department.

Main Responsibilities

- To support the SENDCO with the administration of SEND.
- To coordinate exam access arrangements and liaise with the exams officer in regard to all pupils who are entitled to access arrangements.
- To collate, input and assess a range of data required to update the whole school SEND data,
- To assist with the entry of SEN data and create reports for all pupil tracking.
- To develop systems for cross referencing this data and assist the SENDCO to analyse for SEND purpose.

SENDCo Support

- Provide administrative support in respect of SEND.
- To take minutes for all meetings when required.
- To ensure all SEND pupil files are kept up to date and their status is accurately recorded on Arbor.
- To prepare information for Annual Reviews for pupils who have Educational, Health and Care Plans.
- To ensure all assessment, evidence documentation and outside agencies notes are linked within the school presently on CPOMS. Ensure all information on CPOMS is accurate and that files are transferred if students leave or join the college.
- Administration support for all Year 6 vulnerable transitions from Primary. liaising with primary/feeder schools.
- To liaise with parents to ensure their consent for the listing of their child on the SEND register.
- Carry out routine administrative procedures including: handling incoming and outgoing post, maintaining and collating pupils reports, General financial administration and ordering.
- To arrange room bookings for school based meetings SEND reviews, outside agency meetings and Specialist Support Service meetings including the organisation of the students attending the meetings.
- To produce all letters and reports as required, arrange meetings with parents and general administration tasks to support the role of the SENDCO. .
- To assist with the SEND elements of the school census.
- To assist with the organisation of the Teaching Assistant timetables and allocation.
- Liaise with Outside Agencies and forward referrals being made.
- To assist in updating SEND provision plans and pupil passports.
- Attend PD session and meetings as necessary and appropriate.

Safeguarding, Equality & Diversity and Health & Safety

- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

- To ensure all requirements to comply with GDPR requirements are built into all school based systems and procedures on an ongoing and continuous basis.

Other Professional Duties

- To have a flexible approach, and be willing to develop new skills when required to support the introduction of new systems and technology.
- To follow a mutually agreed programme of continuing professional development.
- To take an active part in appraising own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
- To carry out such duties as may be reasonably directed by the SENDCO, Headteacher, Executive Headteacher.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the COO/HOF may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage		Essential		Desirable
Qualifications & Education	E1	NVQ Level 3 or equivalent qualification / experience in a relevant discipline	D1	First Aid qualification
Experience, Knowledge & Skills	E2	Strong numeracy and literacy skills	D2	Experience of working in the education sector
	E3	Effective use of specialist ICT packages and other resources	D3	Experience of the use of CPOMS.
	E4	Full working knowledge of relevant policies/codes of practice/relevant legislation		
	E5	Ability to develop and improve systems		
	E6	Experience of working effectively in a busy environment with competing priorities and deadlines		
Personal Attributes	E7	Ability to relate well to both children, adults and other stakeholders	D4	Ability to self-evaluate CPD needs and to seek out new learning opportunities
	E8	Ability to work effectively and constructively as part of a team, understanding school roles and responsibilities and your own position within these		
Special Requirements	E9	An understanding of the Catholic ethos of NPCAT		
	E10	An understanding of safeguarding and child protection requirements		

Why work for us?

The Nicholas Postgate Catholic Academy Trust family of 32 primary schools, five secondary schools, promotes the dignity, self-esteem and development of every one of our pupils and staff.

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation. Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Situated in Teesside, North Yorkshire and the City of York, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We offer:

- Competitive pay
- Defined benefit pensions
- Performance-related pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Tusker Car Salary Sacrifice Scheme
- Everybody Benefits discount and reward platform
- Health Cash Plan
- Cycle2Work scheme

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form and Recruitment Monitoring Form** to: vickers.t@trinity.npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Benita Shaw, SENDCo, via email: shaw.b@trinity.npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.