



# Support Staff Team Member Individual Pupil Needs Administrator



Employment Status:	Term Time plus additional days
Required from:	1 November 2021
Job Location:	Whole College
Application Closing Date:	26 September 2021
Interview Date:	W/C 4 October 2021



## THE DEPARTMENT

The Support Staff Team is made up of a large number of hardworking and professional staff, covering the following business and operational functions of the College:

- Administration
- Admissions
- Commercial Enterprise
- Development & Fundraising
- Finance
- Health & Safety
- Human Resources
- IT Services
- Marketing
- Property & Facilities
- SEND, Pastoral and Medical Support
- Teaching, Learning and Futures Support

The whole Support Staff team consists of approximately 120 employees who support the successful day-to-day running of the College.

Led by the Deputy Head Pastoral, the SEND, Pastoral and Medical Team operates in various sites across the College, including our dedicated Wellness Centre and consists of:

- Deputy Head Pastoral
- College SENDCO
- College Nurse
- One Junior School and one Senior School Learning Support Coordinator
- Two Junior School Learning Support Assistants
- College Chaplain
- Visiting counsellors
- Wellness Centre receptionist and first aider
- Teaching pastoral and safeguarding team including Junior School Deputy Head Pastoral, Assistant Heads and Heads of Year

## THE ROLE

We are looking for a highly-organised and competent administrator who would enjoy working in a friendly and dynamic environment. The successful post holder will be able to juggle competing priorities while remaining calm under pressure. They will be confident using various IT systems to manage data and filing. They will be confident at communicating professionally and sensitively with various stakeholders including parents. They will be able to manage sensitive safeguarding, SEND and medical information appropriately and will be happy to attend specific training to allow them to fulfil this part of their role. They will be reporting to the Deputy Head Pastoral, as well as working closely with the College SENDCO and College Nurse.

## JOB DESCRIPTION

**Responsible to:** Deputy Head Pastoral

### Main Responsibilities

- Maintain the accuracy of our Individual Pupil Needs (IPN) register, ensuring that pupils across the College with SEND, medical, pastoral or academic needs are updated on the register in a timely manner
- Ensure that all paperwork pertaining to pupils on the IPN register is filed digitally in a well-organised system and that key information is drawn out and added to the register
- Complete relevant administration for our online safeguarding database including annual rollover, managing users, sending and receiving transfer files, categorising concerns and ensuring case working is up to date
- Track review cycles for key documentation relating to pupils on the IPN register, alerting key staff when updates are required to Learning Support Profiles and Individual Healthcare Plans
- Coordinate the updating and circulation of Learning Support Profiles and Individual Healthcare Plans including requesting information from parents and arranging review meetings
- Ensure our counselling log is accurately maintained
- Support with referral paperwork for vulnerable pupils and pupils on the IPN register, including to CAMHS, Children's Services and other external agencies
- Prepare data summaries on IPN register for inclusion in reports to governors
- Elevate any concerns about pupils on the IPN register to the Deputy Head Pastoral or other members of the SEND, Medical and Pastoral support team
- Coordinate collation of paperwork for EHCP reviews, under the direction of the College SENDCO
- Manage paperwork relating to Exam Access Arrangements, ensuring close adherence to statutory timelines, in liaison with the College SENDCO and Exams Officer
- Ensure information about Exam Access Arrangements is communicated in timely manner to all stakeholders
- Schedule meetings for parents of students on the IPN register, including SEN reviews
- Communicate clearly and professionally with external agencies
- Communicate respectfully and compassionately with parents, maintaining a calm and supportive manner and being mindful of the anxiety and concern that they may have about their child
- Draft a range of emails and letters in response to parent and staff correspondence
- Proofread documentation and letters
- Support the Deputy Head Pastoral, College SENDCO and College Nurse with other general administrative tasks pertaining to Individual Pupil Needs.



## Secondary Duties

- Research training opportunities for College staff relating to Individual Pupil Needs and bringing these to the attention of the IPN Committee
- Undertake any necessary training and development for the better fulfilment of the role

## HOURS OF WORK

Monday to Friday, 37.5 hours per week, term time, plus INSET plus 20 days during school holidays.

Hours of work to be agreed with the successful candidate, although these must be during term time and fall between the hours of 0800 and 1700, Monday to Friday. Some flexibility may be required with this post and any additional hours worked can be taken flexibly as Time of in Lieu.

## PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
<b>Experience</b>		
Experience of working in an office environment	X	
Experience of working in a school setting	X	
Experience of supporting with Exam Access Arrangements		X
Experience of supporting with EHCP applications		X
<b>Skills and Knowledge</b>		
Excellent literacy/numeracy skills	X	
Competent in the use of IT packages, including Word, Excel, Teams and other elements of Microsoft 365	X	
Excellent written and verbal communication skills, with a 'customer service' approach	X	
Ability to plan, organise and prioritise	X	
<b>Personal Qualities</b>		
Eagerness to learn, including learning to use new digital software	X	
Flexible in approach and a willingness to respond to changing priorities	X	
Ability to work under pressure in a fast-paced setting	X	
Hard working, professional work ethic, with a desire to deliver high standards	X	
Warm and friendly manner, with an ability to work proactively and effectively with Students, Staff and Parents, both alone and as part of a team	X	
Ability to use own initiative	X	

## THE PACKAGE

**Salary:** £21,225 - £26,530 FTE (actual salary £18,122 - £22,653)

**Pension:** Contributory Pension Scheme ISPS (DC)\*

**Benefits:** Tuition fee remission (which is means tested and capped) and no registration fees\*  
Private Health Care Insurance (50% paid by employer) with reduced health club membership  
Health care cash plan  
Free lunch and beverages, during term time  
Staff Accommodation (subject to availability; competitive market rate) Free off-road parking  
Salary Sacrifice Schemes  
Season Ticket Loan  
Free winter and summer social events  
Annual flu immunisation

\*Conditions apply