

INFORMATION FOR APPLICANTS

WORKING AT WYKE SIXTH FORM COLLEGE



INTRODUCTION

Application for the Post of: SEND/EAA Administrator

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is at 5pm on Friday 28th February 2025. Interviews will be held on 14th or 17th February 2025. Included in this pack is some information about the Additional Learning Support Team, an outline job description and a person specification.

For further details and to access the application portal please see below or visit www.wyke.ac.uk/about-wyke/staff-vacancies. If you have any queries about applying for the role, please contact personnel@wyke.ac.uk, or call 01482 346347.

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, qualification, barring, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. Following short listing, we will endeavour to contact all applicants via email to advise them whether they will be invited in for an interview process.

Yours sincerely

Shell Clarkson

#MakeItHappen

www.wyke.ac.uk

WORKING AT WYKE

Wyke is a successful and highly ambitious Sixth Form College whose aim is to be the best college in the country. We are an established, popular College with an outstanding reputation in the locality. The college draws students from Kingston-Upon-Hull, East Riding of Yorkshire, and further afield. The largest and one of the most successful A-level provider in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

We currently have over 2000 students and around 200 members of staff. We offer a wide range of A Level courses as well as some highly successful VOC courses, both those equivalent to one, two and three A-levels, and a small number of GCSEs.

Each A-level, GCSE or VOC is allocated 4 x 70 minute lessons and a full time teacher will teach 5 of these 'blocks'. The teaching day begins at 9a.m. and finishes at 4p.m. On some mornings full staff or faculty briefings are held at 8.45a.m. to keep staff up to date with what is happening around the college and allow a time for them to catch up with each other.

We have an excellent team of staff and their continuing professional development is a priority at Wyke. The approach for this was recently revised so that so that members of staff fall into one of a number of development strands e.g. 'Aspiring Leaders', 'Lead Learners', 'Pastoral', 'Administrative'. Some development activities take place on one of the four Development Days spread across the year while other sessions are during afternoon workshops or independent activity which happens whenever is convenient for the staff members involved. Our plan is that every member of staff will have an entitlement to a significant amount of development every year and we also offer a system for people to log that development, including any activities undertaken independently.

We offer a welcoming college with supportive management and a strong team atmosphere as well as a modern environment. We are lucky to work with great students who are here to learn and have chosen their subjects so standards of behaviour are high.

WORKING AT WYKE

Our employees at Wyke 6th Form College have access to a number of different benefits including:

- Generous pension schemes
- Generous holiday entitlements
- Significantly enhanced sick pay
- In service life cover
- Structured pay grades
- Funded development opportunities
- Free tea and coffee
- Free staff counsellor
- Other mental health support including Mental Health First Aiders on site
- Occupational Health support
- Flu-jabs
- Cycle to Work Scheme
- Multi-faith room
- Subsidised food costs
- Subsidised social events
- Use of library facilities
- Staff sports classes
- Opportunities to travel with college trips
- Employee Assistance Programme

THE ADDITIONAL LEARNING SUPPORT TEAM AT WYKE SIXTH FORM COLLEGE

The Additional Learning Support team primarily provides support to students with Education, Health and Care Plans, those with disabilities and students with learning difficulties. However, our support offer applies to all students and is therefore available to any student who needs or wants to access it! The team are based in the Student Support Hub in the Oak building, though our work may vary across the college site from supporting students in class to working in the Library and collaborative working space.

We encourage self-referrals from students, but students may also be referred by their subject teachers or the Tutor team. We offer 1:1 support sessions as well as small group support.

In recent years the department has supported students with a variety of disabilities, including; those with physical disabilities, health conditions, hearing impaired students, visually impaired students and those on the autistic spectrum, as well as many students with dyslexia and dyspraxia.

The department can offer; the loan of physical resources/assistive technology according to need; assistance with time management, essay-writing, exam preparation; note-takers for lessons, escorts and personal care for disabled students where required.

Our overall aim is to work imaginatively and creatively to meet the support needs of all students in order to facilitate their success and support them to reach their potential.



JOB DESCRIPTION

Job Title :	SEND/EAA administrator
Postholder's name:	
Reporting to :	Head of Additional Learning Support
Member of:	Support Staff
Overall Purpose:	<p>You will contribute to the aims and objectives of the Additional Learning Support team and the Wider Pastoral team, working within a broad team of pastoral staff.</p> <p>The purpose of this role is to support student learning. This involves helping students to solve problems, remove barriers to progress and make the most of their learning opportunities. You will also provide help with practical issues and queries and keep appropriate records.</p> <p>As directed by the Head of Additional Learning Support you will play an important role in meeting the additional needs of students with specific learning difficulties and disabilities at appropriate times during their programme of study. You will have an awareness of the general challenges faced by students aged 16-19; you will understand learning processes and have the ability to relate flexibly and sensitively to students in your care.</p> <p>You will work in collaboration with colleagues in all areas of the college and wider stakeholders, advocating for students where required. You will model outstanding practice in relation to inclusivity and act as a champion for vulnerable and disadvantaged students.</p>
Policy and Procedure:	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including conduct, health and safety, safeguarding, appraisal and equality and diversity.
Key Duties	<p>You will:</p> <ul style="list-style-type: none"> • Follow JCQ exam access arrangements regulations, communicating processes and evidence requirements and timescales clearly to teachers, tutors, students, and parents. • Maintain an in-depth knowledge of JCQ exam access arrangements regulations, keep abreast of changes to regulations and ensure that relevant staff are informed of significant changes. • Liaising with Exams team to ensure arrangements are in place for students' exams. • Liaise with schools to identify and gather students access arrangement

JOB DESCRIPTION

- Gather evidence, keep accurate records, and process applications for exam access arrangements where these are required.
- Contribute to and coordinate formal assessments for a range of diagnoses. Signpost, refer to, and work collaboratively with external agencies, as needed.
- Dealing with staff and student enquiries.
- Plan meetings for SEND learners, internally and externally where required.
- Liaise with other staff in the college to help secure particular types of assistance, making referrals where necessary. This applies particularly to the wider pastoral team, safeguarding team, careers staff, teaching staff, tutors, and senior staff as needed.
- Under the direction of the Head of Additional learning support, create, keep and maintain accurate records of work undertaken with students. Ensure the maintenance of effective records of student progress across various college systems to evidence the impact that the area is having on student success and reporting back to key stakeholders as appropriate.
- Assist the learning and progress of students with specific learning difficulties or disabilities, liaising with subject teachers, parents/carers and other internal and external staff where necessary.
- Assist the development of the key academic skills of students with a particular focus on a wide range of study skills, offering additional support where applicable.
- Support student transitions both in and out of the college and assist students in their longer-term planning and preparation for adulthood, signposting where necessary to relevant stakeholders.
- Assist students in their uses of information and assistive technologies, when necessary, ensuring that we remain up to date with relevant training and information regarding their uses.
- Help to maintain an effective learning environment in the Student Support Bases across the site. This includes supervision of large working study spaces (Collaborative Working Space, Library, Student Support Hub) ensuring students' full engagement and cooperation with the rules of these spaces. Where necessary, enforcing and recording college sanctions.
- Attend meetings in support of students where this is required or deemed appropriate.
- Provide specialist invigilation to students with a range of special and additional needs during internal and public examinations.
- Undertake all training as directed by the Head of Additional Learning Support in line with the requirements of this role.

JOB DESCRIPTION

<i>Other Duties</i>	<ul style="list-style-type: none">This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.
<i>Location:</i>	<ul style="list-style-type: none">Wyke College, Bricknell Avenue, Hull HU5 4NT
<i>Remuneration :</i> <i>Hours:</i>	<ul style="list-style-type: none">SFCA Support Staff Scale Point 6

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications and training	Educated to Level 3 (A-levels or equivalent).	Success in level 3 qualifications illustrating breadth of education and ability to support others to work at that level.
	Qualified sufficiently well in English and Maths to enable support to be given to students in these areas.	
Knowledge and experience	Experience of working successfully with young people to facilitate academic and social progression.	Understanding of assessment processes.
	Proven record of impact and professional conduct in work/study relationships.	Experience of working with 16-19-year olds or similar age group.
	Sound knowledge of the SEND Code of Practice and all associated legislation and how these can be implemented to the greatest effect, for the benefit of learners.	
		Experience of examination invigilation for individuals and groups of students.
	Self-motivated and proactive in the pursuit of raising and maintaining high standards.	Record of raising standards in previous employment / experience.
	Excellent team worker as well as a self-starter with the ability to work across areas of the college to positively impact outcomes for students.	Understanding and experience of working in a personalised/person-centred manner.
	Excellent communication skills.	Ability to contribute articulately and appropriately to meetings and conversations concerning student progress and outcomes.
	Ability to work calmly with students and parents in a range of situations to support student success.	Ability to maintain a positive outlook and demonstrate resilience when working in challenging circumstances.
	Excellent time management and organisational skills to ensure deadlines and objectives are consistently met.	
	Strong IT skills and the ability to work successfully across multiple databases and systems.	
	Ability to respond to information from a range of inputs (e.g. IT systems, Tutor team, teachers) to generate a holistic overview of necessary actions to take in supporting students.	
Other qualities	Willingness to undertake appropriate staff development.	
	Awareness of Safeguarding, Health and safety issues and equality requirements.	

FURTHER INFORMATION CONTACT

Wyke Sixth Form College

Bricknell Avenue

Hull

HU5 4NT

(01482) 346 347

office@wyke.ac.uk

#WeAreWyke #MakeltHappen



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Wyke
SIXTH FORM COLLEGE

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