SEN Administrator Advert

Start Date & Contract Term	Fixed Term from September 2021 to August 2022.
Contract Type & Salary	Part Time - 22.5 hours per week NJC Single Status Grade 6 - Actual Gross Salary £10,573.36
Overview of School & Role	**About Our Trust** Impact Education Multi Academy Trust is on a mission to improve social mobility for the disadvantaged and to improve the life chances of children and young people. The Trust is a values driven organisation with the belief that collaborative leadership and strong partnership development can lead to significant positive impact on the quality of education. Our strategic priorities are: · Leadership and Governance Effectiveness · Academic Performance · Life enhancing experiences · Quality of provision · Quality of business support **About our Academy** Newsome Academy is an aspirational and inclusive school. We believe in the potential of every individual to make exceptional progress from their starting points and to thoroughly enjoy their time at our school. We believe that the wellbeing and happiness of every child is essential and the needs of our children are at the heart of everything we do. Our journey is focused on having very high expectations. It means ensuring children who are successful and strive to achieve their best, know they are valued, believe in themselves and have respect for others. We aim to consistently promote fundamental British values and pupils' spiritual, moral, social and cultural development. **Purpose of the role;** To plan, develop, organise and monitor support systems and administrative procedures that supports the school's Inclusion and SEND team, creating and implementing an efficient and effective service that demonstrates high quality and enhances the learning opportunities for students. The post holder will be expected to take responsibility for dedicated areas of work within the department, whilst providing support to other team members Please read the job description attached for more in depth detail of roles and responsibilities. **Our unique selling points;** - We have a modern approach with traditional values, offering a curriculum that caters for all. - We promote professionalism through student leadership and give responsibilities to build confidence & pride.

	- We structure learning with a business conscience & creative approaches to prepare learners to be successful global citizens. - Being a small school helps to nurture growth and develop ALL learners to develop confidence in abundance, creating a unique family feel with care at the very core.
Staff Benefits	All staff who join the Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. We recognise that your development is important and working for us will mean that you have access to accredited development programmes. - You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams. - Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'The Hive', which gives access to a range of benefits: - 6 sessions of face to face or telephone counselling (also available for immediate family members over the age of 16) - On-line Cognitive Behaviour Therapy (CBT) (also available for immediate family members over the age of 16) - Cycle to Work Scheme (salary sacrifice scheme) - Gym Discounts - Mobile phone deals - Retail discounts - Westfield Health – voluntary Everyday Health Plan – e.g claim back optical and dental payments - We provide a staff on-line HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.
Safeguarding Checks	**An enhanced DBS disclosure will be required for this position. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**
Interested and want to apply?	If you would like to discuss the role further contact us on the email below. We want to hear from you. We would normally encourage you to visit the school beforehand; however, due to the current global pandemic we are unable to offer this at this current time. All completed application forms should be returned to Newsome Academy via email to lasmith@newsomehigh.kirklees.sch.uk before, or on the date of closing which is **12 noon on Friday 17th September 2021.** Please note only correctly and fully completed application forms will be considered.