

Assistant SENDCO Admin

Post: Assistant SENDCO Admin
Hours: 37.5 hrs per week (flexible working arrangement available – see Job Description)
Weeks: 39 weeks per year – term time only (plus 1 week to be used flexibly to accommodate meetings)
Grade: Grade D10 -12 (FTE 0.87)
Salary: £21322 to £22183 (pro rata £18,763.36 to £19,521)
Start Date: January 2022

Required from January 2022 to be part of the SEND team providing administrative support to the SENDCO and department. The Assistant SENDCO Admin forms an integral part of our Special Educational Needs and Disabilities (SEND) department.

Coombeshead Academy is an inspirational and inclusive place to work and visitors to the school all comment on the warmth, behaviour and qualities of our young people.

At Coombeshead Academy we offer you:

- The opportunity to work in a school where all staff are viewed as part of a family.
- A school where we value inclusivity and work hard to meet the needs of all students.
- Somewhere where leaders look after you as well as encourage you to pursue your aspirations and goals.
- A school where the learning and wellbeing of students is at the heart of everything that we do.
- A supportive team of Learning Coaches led by an experienced SENDCO and Senior Leader.
- A school with a healthy view of the work life balance needed to be a great teacher.
- Opportunities to share your practice and learn from others across the trust and Teaching School Alliance.

Why not come and have a look round the school before you apply. Get to meet the team you will be working with and gain an understanding of why Coombeshead Academy is such a special place.

If you have a genuine desire to do the best for young people, then we would welcome your application.

The school is committed to safeguarding pupils and personnel and will conduct checks based on the information in your application. If you are selected for interview, safeguarding will feature in the interview programme.

For further details about the post and/or an opportunity to visit Coombeshead Academy then please email Caroline.Battong@Educationsouthwest.org.uk (PA to the Headteacher).

The closing date for applications is **Monday 13 December at 9am** with interviews likely to take place on Wednesday 15 December 2021.

How to apply

Application deadline

Completed applications must be received by **Monday 13 December at 9am**

Please submit your application to Caroline Battong:

caroline.battong@educationsouthwest.org.uk

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement outlining your suitability for the role.

The Governors are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure via the Disclosure and Barring Service.

It is the Governors' Policy to ask to see original certificates for all qualifications of A Level or equivalent, and above, at interview.

Discussion and visits

Informal discussions with the Pastoral Team Leader are welcomed, as well as visits to the school. Please arrange a suitable time with Caroline Battong

caroline.battong@educationsouthwest.org.uk. Telephone: 01626 248971

References

Candidates are advised that references will be taken up immediately after shortlisting.

Candidates are asked to ensure that their referees are informed of the need to respond within the timescale set. In all cases, at least one professional reference is required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Interviews

We would also request that interviewees bring to the interview original copies of relevant exam certificates, and where available original copies of their DfE registration and DBS disclosure



Coombeshead Academy

Job Description

Post:	Assistant SENDCO Admin
Responsible to:	Assistant Headteacher - SENCO
Hours:	37.5 hrs per week (flexible working arrangement available – see Job Description) Core hours based onsite are 08.30am – 2.45pm. The other 1 hour 45 minutes per day can be worked from home flexibly to support work/life balance. There will be some occasions where you will be required to work longer on site).
Weeks:	39 weeks per year – term time only (plus 1 week to be used flexibly to accommodate meetings)
Grade:	Grade D10 -12 (FTE 0.87)
Salary:	£21322 to £22183 (pro rata £18,763.36 to £19,521)
Start Date:	As soon as possible

Main Purpose of the Post

The post holder would provide administrative support to the SENCO and do primary liaison. Promotion and development opportunities will be open to a suitable candidate.

Duties and Responsibilities:

1. Support the SENCO in managing and implementing the process of assessment and testing for student with special educational needs and disabilities.
2. Support the SENCO in managing all aspects of record keeping in relation to students' access arrangements.
3. Support the SENCO in maintaining a high standard of record keeping, including the SEND register, for all students with special educational needs and disabilities.
4. Support the SENCO in the overall management of the annual review process.
5. Be responsible for the primary liaison transition work.
6. To produce accurate agendas and minutes from all meetings relating to pupils with special educational needs and disabilities.
7. To communicate on behalf of the SENCO with key members of staff and outside agencies, including referrals, to ensure pupils with special educational needs and disabilities receive excellent levels of care and support.
8. To communicate on behalf of the SENCO with parents of pupils with special educational needs and disabilities.
9. To support the SENCO in maintaining timetables and rotas for teaching assistants.
10. To respond to email, telephone and other queries as necessary.
11. To undertake general office duties such as photocopying, refreshments and filing.
12. To undertake other such reasonable tasks as directed by the SENCO.

13. To be aware of confidential issues linked to home/student/teacher/school work and to ensure the confidentiality of such sensitive information;
14. To remain aware and work within all relevant school working practices, policies and procedures;
15. To attend staff meetings and school-based INSET as required;
16. The role is based at Coombeshead Academy but you may be required to work in any Trust school within the local area as directed, where the operational need requires it
17. To be responsible for your own continuing self-development, undertaking training as appropriate.

Expectations

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
 - Trust Equality Scheme
 - Information Security Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. To work at all times within Code of Conduct of the Safeguarding Policy
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post



COOMBESHEAD ACADEMY

Assistant SENDCO

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	<p>Experience of administrative work</p> <p>Excellent IT skills including practical experience of word processing, e-mail and other Microsoft Office applications</p>	<p>Some practical experience of administrative work within a school/college environment.</p> <p>Experience of school information management systems e.g. Progresso</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
<u>Education & Training</u>	<p>Attainment of 5 GCSE qualifications (or equivalent) including Maths and English (educated to Level 2 standard).</p>	<p>Level 3 qualifications or equivalent (e.g. A Levels)</p> <p>C or above in GCSE English</p>	<p>Application form</p> <p>Education Certificates</p>
<u>Special Knowledge & Skills</u>	<p>Excellent oral, communication and written skills</p> <p>Excellent organisational skills</p> <p>Able to respond positively and flexibly at all times</p> <p>Ability to set priorities to enable work to be done efficiently under pressure and to meet deadlines.</p> <p>Proficient IT skills</p>	<p>Knowledge of issues relevant to special educational needs and child development including the SEN code of practice</p>	<p>Application form / references / Interview</p>
<u>Any Additional Factors</u>	<p>Able to prioritise between different demands and to work to deadlines</p> <p>Discreet and confidential</p> <p>Self-motivated, and able to work in a team</p> <p>Willing to learn and take on new ideas and developments</p> <p>Compassionate and sensitive approach to children and their needs</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p>		<p>Interview</p>