The GALLERY TRUST

A community of special schools

Orion Academy

SEN Administrator

Candidate Information Pack

February 2024

Orion Academy

Welcome

Orion Academy is seeking an SEN Administrator. The Academy moved into new, state of the art buildings in September 2021. The new facilities offer a wide range of exciting curriculum and vocational opportunities to learners, and a fantastic working environment. All students who attend Orion Academy have an Education, Health and Care Plan, which describes their special needs and drives their educational provision.

Orion Academy currently offers places to 83 students, and the roll of the school will rise steadily over the next three years to cater for 108 students, aged from 10 to 18 years. Students attend from throughout the county, and transfer from our SEND feeder school, Northern House Academy, and from mainstream primary and secondary schools.

Students are taught through a differentiated and bespoke curriculum designed to enhance their personal and social development and academic achievement. We have a strong intent to ensure our students leave with the personal characteristics to thrive in their communities. Classes are taught in stages, not necessarily age, allowing innovation and creative approaches to teaching and learning. The Academy provides support for our students with social and emotional needs through our Academy Community Learning Team, which consists of youth workers, therapeutic and pastoral workers.

Thank you for your interest in Orion Academy. This is an exciting time to join our school and we look forward to receiving your application.

Bex Holmes
Acting Executive Head Teacher

Hannah Shuker
Head of School

SEN Administrator

Grade: 10
Actual Annual salary £31,379.99 to £33,555.38
Work Pattern: 37 hours per week, 39 weeks per year (Term time, plus 5 inset days)
Contract: Permanent

Orion Academy wishes to appoint a SEN Administrator who will be responsible for the organisation and coordination of the Education Health Care Plan (EHCP) review process for all students at Orion Academy and Northern House Academy.

The successful candidates will be responsible for ensuring that annual reviews and all related activities are completed to the highest quality and within statutory requirements.

You will be an effective communicator with strong interpersonal skills, able to foster relationships with students, staff and parents. You will have a calm and professional approach and will be keen to work in a role which will offer you a diverse range of tasks. You will be committed to enriching and improving the lives of young people with Special Educational Needs and Disabilities, and to working with students who have Social, Emotional and Mental Health needs.

Benefits of working at Orion Academy, part of The Gallery Trust

Career Progression

- Be a key member of a friendly and supportive staff team who are dedicated to achieving the best for every one of our pupils
- Participate in high quality professional development opportunities which are tailored to your needs and to your career aspirations
- Develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Perkbox membership
- Access to LGPS pension linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- The opportunity to work in a new, purpose-built school building, which offers an exciting environment in which to teach and learn, located just a short drive from Oxford's ring road
- Free car parking and cycle storage
- On-site catering

Application Process

To apply for this post, please email an application form to recruitment@orionacademy.co.uk or by post to the Recruitment Office, Orion Academy, Knights Road, Oxford OX4 6DQ.

Deadline for applications: 5pm Sunday 10 March 2024

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher. If you have previously worked in a school, your referees must include your most recent Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

The GALLERY TRUST

A community of special schools

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.

- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.

- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.

- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently six special academies in the Trust located throughout Oxfordshire, with an additional academy opening in January 2024, and a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

JOB DESCRIPTION

SEN Administrator

Responsible to: School SENCo and School Business Manager

Job Purpose

Be responsible for the organisation and coordination of the Education Health Care Plan (EHCP) review process for all students at Orion Academy and Northern House Academy. Responsible for ensuring that annual reviews and all related activities are completed to the highest quality and within statutory requirements.

To provide administrative support to the SENCo.

To support teaching and learning by providing high quality administrative support as part of a committed and flexible administration team.

The SEN Administrator will be expected to work under the direction of the SENCo and the Senior Leadership Team across the two schools, this will also include supporting the work of the Trust Central Team when necessary.

KEY DUTIES:

Orion Annual Reviews:

- Manage the administration of the EHCP review process, including scheduling of annual reviews, gathering of reports from school staff and completion of annual reviews in line with statutory timeframes. Arrange interim and emergency annual reviews as required.
- Coordinate and communicate the EHCP and annual review process to stakeholders and staff.
- Produce and communicate the annual review schedule to all staff.
- Prioritise caseload and produce invitations for annual reviews, prepare annual review paperwork, including amendments to EHCP reports, in line with school and statutory timeframes.
- Collate, proof read and send out accurate reports both before and after the annual review meetings in line with statutory timeframes and the SEN Code of Practice.
- Attend review meetings to take minutes and capture actions agreed at the meeting.
- Monitor applications for increased pupil/student funding, liaising with the Local Authority and senior staff as appropriate.
- Ensure that actions agreed at EHCP review meetings are followed up as part of the process including requests for additional funding and any proposed transition.

- Update the transition section of the annual review report as advised by the SENCo
- Communicate effectively, both verbally and in writing, to stakeholders, adapting communication as required.
- Use the school's information systems to input and retrieve information required to support the EHCP review process.
- Gather and securely store the collection of confidential and non-confidential reports from external agencies that are required to complete the EHCP review process in both paper and electronic format.
- Under the direction of the SENCo, implement changes and updates to the EHCP review process.
- Provide administrative support to the SENCo in responding to tribunal and appeal hearings.
- Provide administrative support to the SENCo around the development of projects in the SEN area.
- Provide support and advice to staff regarding the annual review and associated processes.
- Establish good working relationships and communication with agencies, professionals and families by acting as the primary contact for SEND queries.
- Archive EHCP review paperwork in line with the schools retention policy.

Northern House Annual Reviews

- Offer remote administrative support to Northern House Academy around the EHCP process including but not limited to production of letters, communication with parents and professionals,creating and sharing meeting links
- Attend Annual Review meetings as directed by the Northern House Academy SBM and produce high quality notes from the meeting
- Work under the direction of the SBM and assist in managing a shared Annual Review inbox to communicate with parents, professionals and the Local Authority.

Data Management:

- Be proficient in the relevant aspects of the use and management of school management system (RM Integris), undertaking training as required and authorised.
- Complete the RM Integris end of year and new academic year procedures, including recording Year 11 leavers, allocating student timetables, creating SIMS annual promotional path and new academic year, preparing CTF's for transfer to new education setting if appropriate.
- Complete other database management procedures as required, including maintenance of system tables, bulk updates and housekeeping.
- Manage data entered on to the SIMS system, ensuring that reporting requirements in line with guidelines set out by the Department of Education are met.
- Manage the SIMS data integrity to ensure that the school censuses and other priority reports can run effectively.
- Maintain a high level of systems knowledge by undertaking training as required.

Other:

- Have a good working knowledge of the school's management information systems, including CPOMS,
- Work under the direction of the SENCo and the school leadership team to deliver a comprehensive range of administrative tasks to a high standard.
- Support the Administrative team with answering the telephone and meeting and greeting families and other visitors as necessary at busy times, dealing with all telephone calls promptly and in a professional manner, providing support and advice where required and passing on messages as soon as practicable.
- Give information and assistance on school matters, as appropriate, to parents, pupils/students, staff, LA's and other schools.
- Maintain confidentiality at all times, ensuring compliance with GDPR as regards handling and storage of data as some information handled will be of a sensitive nature and some will be covered by GDPR.

Functional Links:

- School staff, pupils and students, families, professionals and local authority departments, including SEN teams, tribunal officers, health & social care and CAMHS.

This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with their line manager.

The content of this job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant Orion Academy and The Gallery Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding Children and Vulnerable Adults, Health and Safety and Confidentiality of Information.

Selection Criteria
SEN Administrator, Orion Academy

	Essential	Desirable
Education/Training	• Minimum of 5 GCSEs at grade C or above in maths and English.	• Training and/or qualification in administration / clerical or related activities to level 3
Professional Knowledge and Experience	• Competent with ICT, including MS Office and Google Drive • Knowledge of schools (RM Integris) data management and its use within a school environment. • Experience of working as part of a team and to strict deadlines.	• Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation. • Excellent knowledge of the annual review process for EHCPs in line with the SEN Code of Practice and other relevant sections of the code, including relating to tribunal and appeal hearings.
Skills	• Excellent interpersonal and communication skills. • Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing. • Ability to work collaboratively with a diverse range of colleagues. • Ability to work with autonomy within set boundaries. • Self-motivated with the ability to identify priorities quickly and accurately to ensure that deadlines are met. • Ability to work under pressure and to strict statutory deadlines. • Highly effective organisational and planning skills • Attention to detail. • Reliability, confidentiality and integrity.	
Other	• Compliance with Academy and Trust wide policies	

	• Must enjoy working as part of a team, be adaptable and supportive of colleagues • Ability to interact with pupils and students sensitively and flexibly, who may communicate through challenging behaviour	
Personal Skills and Qualities	• Ability to interact with pupils and students sensitively and flexibly, who may communicate through challenging behaviour • Pleasant, professional and proficient. • A positive and flexible approach to work with a 'can do' attitude. • Enthusiasm and drive for working in a school. • Willingness to undertake training, as required and to learn new skills and procedures • Full enhanced disclosure clearance by DBS • Satisfactory References • Excellent attendance and punctuality record • A commitment to equality and diversity, supporting a culture of mutual respect for each other and the environment • Genuine commitment to the ethos and work at Orion Academy	

Please ensure that your application demonstrates clearly how you meet the above criteria.

Aims

At Orion Academy we believe our children and young people are unique individuals and as such we have designed our school curriculum with their learning and Social, Emotional and Mental Health needs at the heart of all we do.

Our nurturing approach seeks to extend our work out into the community; actively supporting, listening and engaging with our families and carers to deliver the best possible environment for our children and young people, thus enabling them to learn effectively, become active and responsible citizens who are well prepared for life after school.

We are committed to delivering this through:-

Our **nurturing approach** that will provide an environment to thrive –

- Where every child or young person is treated as an individual in a safe and nurturing environment that understands that all students can achieve but will require differentiated approaches based on their individual needs.
- With a school-wide family ethos demonstrating our values of empathy, acceptance and mutual respect, so each member of the school community feels valued and supported.

Our focus on **personal development** is designed to –

- Enable our children and young people to become more socially aware and of their responsibilities with a focus on trust and choice.
- Ensure we support our children and young people to make better decisions, coach them how to regulate frustrations, and reflect on their experiences through our restorative practices.
- Help our children and young people to make sense of the changing world and of the importance of diversity and equality of opportunity.
- Enable them to make informed choices and develop the confidence to be successful in their adult lives through our embedded personal, social and health education programme.

Our focus on **celebration and recognition of success** is designed to –

- Encourage and celebrate each student's talents, skills and attributes.
- Develop the confidence and self-belief of the individual – a culture of 'I can' or 'I can't… yet' is ingrained across our school.

- Provide opportunities for our children and young people to be successful and support them in both developing and promoting their individual resilience as well as celebrating the achievements of others.

Our **ambitious curriculum** offer that is designed to –

- Create the capacity to learn and enjoy learning by broadening our students' horizons and extending learning beyond the classroom.
- Use real-world examples and first-hand experience; develop curiosity and a desire to challenge their understanding and deepen learning.
- Prepare our children and young people for their future through our broad and balanced curriculum, providing them with knowledge, core literacy and numeracy skills and experiences as well as a range of qualification pathways.
- Embed key learning and understanding through careful and thoughtful revisiting and reinforcing, whilst increasing student independence.

Our **personalised provision** that –

- Is responsive to the needs of each student but is uncompromising in expectation. We will be relentless in our support for our children and young people to achieve beyond their expectations.
- Understands that whilst a student's needs are recognized and met, they are not confined by them; we do not define a future based on a child or young person's past and we are unapologetic in our approach in wanting our students to continue to push the boundaries of their potential.

Our commitment to **working in partnerships with our parents and carers** which demonstrates that –

- We believe our children and young people will achieve their best when families and our school work together in a partnership.
- Effective working relationships are characterized by open and honest communication in order to achieve the best possible outcomes.

Our **specialist and expert workforce** who –

- Are passionate and committed to working in special education and will know each student as an individual, recognising their unique talents, skills and interests.
- Have developed strong and positive relationships with our children and young people in order to support them effectively.
- Have expertise, specialist knowledge and an understanding of a child or young person's needs that embraces the most recent and evidence-based research will result in the best possible outcomes for students
- Are committed to working with therapeutic specialists and external agencies to enhance our provision for our students and their families.
- Support children and young people to recognise and value their own learning journey.

February 2024