CHRIST'S COLLEGE
FINCHLEY

Recruitment Pack
SEN Administrator

ADVANCE YOUR CAREER

At Christ's College Finchley we value our staff by providing a positive school climate. Our aim is to ensure a balanced, secure and healthy workplace where our teaching and support staff can flourish. We do this because we know that our staff are central to the success of our pupils.

Your passion for education will be evident along with essential qualities such as the ability to communicate effectively, the ability to listen and the ability to collaborate and work with others. You will have that unique skill of monitoring and inspiring our young people and in return we will provide you with every opportunity for a rewarding career.

Christ's College Finchley has a high-performing workforce and staff talent which is evident by the low levels of staff absences and turnover. Our staff wellbeing approach is a priority and, along with our focus on promoting from within, is central to our staff retention strategy. We place great emphasis on reviewing individual workloads and time pressures to ensure there are flexible work routines; workplace support and integration; individual and team recognition; and positive working relationships to maintain and improve the mental and physical wellbeing of our staff.

In the same way that we have high expectations of our pupils, we have high expectations of our staff but the benefits and rewards are multitudinous, from job satisfaction and career development to professional and lifestyle benefits.

CAREER, HEALTH AND WEALTH BENEFITS

In choosing to join us at Christ's College Finchley, you will be entitled to a range of benefits, designed to support you. We believe that staff can only discharge their responsibility for pupils if their own wellbeing is strong and therefore we prioritise reducing staff workload and fostering good wellbeing for all staff at CCF.

- Joining a welcoming team - we tend to describe CCF as Christ's College Family - with an environment where staff are encouraged to thrive and where senior leaders focus on strategies to ensure workloads are manageable, there is flexibility where possible and that staff are recognised for the excellent work they do.
- A school where teachers can teach because of strong behaviour systems and a recognition that teachers are the experts and therefore have autonomy, with no fads or 'non-negotiables'.
- A well-planned and personalised CPD programme to ensure we continue to improve year-on-year.
- Teaching staff have access to the Teachers' Pension Scheme with generous employer contributions and support staff are enrolled in the local government pension scheme.
- Annual on-site flu jab for all staff, including those not eligible for a free NHS flu jab.
- Free tea and coffee in our large staff room.
- A range of social events including summer barbeques and winter socials. Cake at Break takes place every Wednesday.
- On-site free parking.
- A scheduled calendar for staff, published in advance, with flexibility for events such as parents' evenings, which take place virtually, and a commitment to remaining under directed time.
- Trained Mental Health First Aiders.
- Eligible staff are entitled to an eye test and a contribution towards corrective glasses where they are required specifically for display screen equipment use.
- Membership of the Schools Advisory Service which provides access for staff to a range of benefits including: GP appointment, counselling, some operations, physiotherapy and menopause support.

Pupils and students receive a first-class education at Christ's College Finchley (CCF). This is reflected in the excellent examination results at GCSE and A level, as well as pupils' highly positive attitudes to school and respect for others. The bringing together of academic excellence and high expectations for pupils' conduct is what makes CCF so successful.

OFSTED, FEBRUARY 2025

Christ's College Finchley are seeking passionate staff who want to support pupils with additional needs. You will be adaptable with strong administative and organisational skills and ready to work in a variety of roles according to individual, and the departments needs.

POST TITLE:	SEN Adminstrator
DEPARTMENT:	Curriculum Support Department
SALARY/GRADE:	SCP 3 - 7 (£27,729 - £29,346 FTE) 39 weeks a year, term time only working. Full/Part time available
RESPONSIBLE FOR:	To provide administrative support to the Curriculum Support Department
RESPONSIBLE TO:	SENCO

JOB DESCRIPTION

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement, as well as the duties set out in the statutory guidance on 'Keeping children safe in education' and 'Working Together to Safeguard Children', at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, or have any concerns about a child's welfare, they must report any concerns to the School's Designated Safeguarding Lead immediately. This JD summarises the purpose of the job and lists its key tasks. It is not a definite list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Academy in consultation with the post holder.

MAIN PURPOSE

The postholder will:

- Coordinate all administration throughout the school in relation to student Education, Health and Care Plans (EHCPs) and the Annual Review Process
- Provide administrative support to the SENDCO, Deputy and Assistant SENDCOs and Pastoral Support team
- Provide support to the administration team when needed

DUTIES AND RESPONSIBILITIES

SEN Adminstrative Assistant

- Coordinate the Annual Review process for all students including scheduling and administration pre and post meetings
- Ensure all Annual Review paperwork is completed, collated and submitted on time
- Proof read a range of reports and edit as requested
- Attend and take minutes at Annual review meetings
- Liaise with parents, outside agencies, local authorities and other stakeholders as necessary
- Answer enquiries, send letters and reports to parents/carers and/or outside agencies
- Keep whole school SEND provision map updated with information on student interventions
- Liaise with feeder schools at times of transition, collecting information/data to inform SENDCO
- Deal with situations of a sensitive nature and maintain the necessary and appropriate confidentialities
- Assist in planning and preparation for Open Mornings, Parent Evenings, Transition and other whole school events (which may fall outside usual working hours)
- Work alongside the SENDCo to coordinate, communicate and arrange SEN interventions and provisions.
- Support pupils during assessments and examinations, ensuring appropriate access arrangements are implemented when required
- Oversee the smooth running of the department
- Any other reasonable tasks as directed by the Headteacher/SENDCO

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers, under the direction of the class teacher/SENDCO
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Professional Behaviour

- Employees of Christ's College Finchley are expected to be courteous and co-operative towards colleagues and provide a welcoming environment for visitors and telephone callers.
- Be aware of, and comply with, policies and procedures relating to safeguarding, data protection, health and safety.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approch.
- Participate in training as required.

General

All staff are expected to adhere to Christ's College Finchley policies and procedures. The postholder may be asked to perform other duties, including covering the essential work of absent colleagues, commensurate with the grading of the post, as directed by their line manager or senior leadership team.

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this committment.

The school's vision is reflected in the high-quality relationships between staff and pupils, and between pupils. This has a strong impact on pupils' achievements. Teachers are readily approachable for help. This is no less so than for disadvantaged pupils, who are supported effectively to catch up if they fall behind with their learning. For example, those with special educational needs and/or disabilities (SEND) receive targeted help based on a thorough understanding of their needs.

OFSTED, FEBRUARY 2025

Early applications are encouraged: Christ's College Finchley reserves the right to close the advert before the advertised closing date.

PERSON SPECIFICATION

Quality	Essential	Desirable
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths	X	
Experience working with, or a strong willingness to learn about and support, the daily needs of pupils with Special Educational Needs (SEN) and actively engage in their day-to-day needs.	X	
Ability to use a range of IT applications eg. google	X	
Experience working in a school environment or other educational setting		X
Accurate written communication skills, including proof-reading	X	
Good organisational skills	X	
Ability to build effective working relationships with pupils and adults	X	
Skills and expertise in understanding the needs of all pupils		X
The ability to remain calm in stressful situations	X	
Excellent verbal communication skills	X	
Active listening skills	X	
Enjoyment of working with children	X	
Sensitivity and understanding, to help build good relationships with pupils	X	
Commitment to maintaining confidentiality at all times	X	
Capacity to inspire, motivate and challenge children and young people	X	
Resilient, positive, forward looking and enthusiastic about making a difference	X	
A commitment to ensuring the best outcomes for all pupils and promoting the ethos and values of Christ's College Finchley	X	
An excellent knowledge of guidance and requirements around safeguarding children	X	

The Academy achieves some of the highest outcomes at GCSE of any comprehensive school in the country and ranked 288 in the country in The Times' Parent Power Best Schools list (2023-2024). Over 38% of all GCSE grades were 9-7 in summer 2025 and 60% of all A-levels were graded at A-B.*

FURTHER INFORMATION

Compulsory declarations of any convictions, cautions or reprimands, warnings or bindovers
It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitations of Offenders Act 1974.

Online Searches
After shortlisting, Christ's College Finchley will conduct an online search as part of our due diligence and compliance with KCSIE. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with the applicant at interview.

References
Referees will be asked about all disciplinary offences which may include those where a penalty is 'time expired' if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

Privacy Notice for Job Applicants
This can be found on the school's website.

Providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if in post and possible referral to the police. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire, and may be required to undergo a medical examination.

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