



GUMLEY HOUSE  
SCHOOL FCJ

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# Application Pack

## SEN Support Assistant/Administrator

*We are looking for an enthusiastic and committed SEN support assistant to join our team. The successful applicant must be able to work under the guidance of SENDCo with students and teachers in and outside of lessons in order to ensure quality in student learning and wellbeing. The successful candidate will be both a team member and self-starter.*

**Required from  
ASAP**

**Salary Scale:**  
Scale 5 (points 11-15)  
£27,357 -£29,214 pro rata

*Gumley House School FCJ is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers*



**STEPHEN BYRNE**  
Headteacher



***Thank you for your interest in joining our school community here at Gumley House.***

If you spend a day at Gumley House you'll understand what 'ethos' means. Our school *really* is distinctive in the way it delivers an innovative and impacting education for our students.

I am very proud to be the Headteacher of Gumley House School and it gives me great pleasure to welcome you to our school. Thank you for taking the time to visit our school website and to explore more about joining our hardworking and caring community. I hope the information you find in this pack provides you with all the information you need about our Gumley Family.

Gumley is a Catholic school and Sixth Form Centre committed to academic excellence and firmly rooted in the tradition of the Faithful Companions of Jesus. We are a happy and high-achieving school, offering a wide range of activities outside the classroom to ensure each student experiences a wide range of opportunities to help them find their place in the world.

We firmly believe that a serene and happy student is one who will succeed at study, and our pastoral programme is directed to that end. Our school motto is 'Vive ut Vivas', which means 'Life in all its fullness'. That's what we want for every single young person we serve. We want every person who joins Gumley to enter into a relationship with the Christ who demands excellence whilst demonstrating compassion and forgiveness when necessary.

Please do not hesitate to contact the school at any point on your journey of discovering more about a career at Gumley.

With every best wish,



[www.facebook.com/gumley.house](http://www.facebook.com/gumley.house)



[www.twitter.com/gumleyhouse](http://www.twitter.com/gumleyhouse)



[www.instagram.com/gumley.house](http://www.instagram.com/gumley.house)



[www.gumleyhouse.com/LinkedIn](http://www.gumleyhouse.com/LinkedIn)



*Founded 1841*

## **180 years of outstanding Catholic education**

Gumley is a school with a long tradition of educating girls (and boys in the Sixth form) to make a difference to our world. The school was established in 1841 by Marie Madeleine d’Houet, foundress of the Faithful Companions of Jesus (FCJ) an international society of Catholic sisters working in many parts of the world. In the UK there are five FCJ schools; each with its own identity but bound together by the tenets of the FCJ Philosophy of Education based on Ignatian principles.

Six core FCJ values of companionship, dignity, justice, hope, excellence and gentleness are at the heart of our work with young people and with each other.

Gumley is a vibrant learning community where students and staff learn and thrive together. The ethos of academic excellence and whole person development prepares our students to confidently achieve their education and career aspirations in the global world. Vision and innovation form our central pillar of learning. We embedded Mandarin in our curriculum in 2008 resulting in ‘Confucius Classroom’ accreditation and provision of Mandarin teaching to support primary schools. The forward looking MFL department also teaches Spanish, French and Italian.

Our students are provided with a broad and balanced curriculum which recognises the importance of creativity and the arts as well as making sure that maths and science are taught by well qualified specialist teachers.

As an oversubscribed non-selective girl’s school at KS3 and KS4 we have a wide catchment area with girls coming from 70 primary schools across west London. There are 52 ethnic groups represented in the school and 67 languages other than English. Our students are supported by an outstanding pastoral team led by one of our Assistant Headteachers who work with Heads of Year, Pastoral Managers and School Counsellors to provide a safe environment for all to flourish.

Gumley’s academic results reflect our tradition of achievement, the students’ high levels of ambition, parental support, as well as the challenging teaching and dedication of the staff. The vast majority of our students are accepted at their first-choice university including Oxbridge, reading a wide variety of subjects. Some also attain scholarships or high-level apprenticeships with companies such as SKY.

At the heart of our education is the belief that whole person development is paramount. Thus, we strive to provide our students with inspiring opportunities and a wide experience through extra-curricular activities.

Gumley is situated on a beautiful site with excellent facilities. This creates a peaceful uncrowded environment in which our students are encouraged to live by our motto: ‘Vive ut Vivas’ - ‘Live that you may have Life’ and grow into their best self.



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## Job Description

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**Job Title:** SEN Support Assistant/Administrator

**Line Manager:** SENDCo

**Salary Scale:** *Scale 5 (points 11-15) £27,357 -£29,214 pro rata, 36 hours per week, 38 weeks (term time only)* The role will be split 0.6 administration and 0.4 SEND support.

Core hours are 36 hours per week Monday to Friday, for 38 weeks per year (term time only) the “Normal Core Day” being between 8.15am – 4.15 p.m. and allowing for attendance at occasional evening meetings or supervision of vulnerable students.

### **Main Purpose of the Role**

- To ensure that SEND team has full administrative support.
- To work with individual or small groups of targeted students to improve SEND outcomes and attainment.

### **General Responsibilities**

#### **Record keeping**

- To keep and maintain all records relating to the SEND (on SIMS/SEND drive)
- To be responsible for all electronic filing relating to the SEND for individual students.
- To be responsible for checking and filing all new Year 7 student files informing the SENCo/Year Leader/Attendance Officer of likely involvement or past issues.
- To be responsible for filing and recording year 6 transition paperwork for EHCP and Kcode students
- To record SEN events on SIMS and the SEND drive
- Have a working knowledge of the SEND code of practice

#### **EHCPs**

- To prepare documentation connected to Annual Reviews of health and care plans and EHCP needs assessments paperwork as required.
- Prepare and collect EHCP review paperwork from teaching staff
- To prepare paperwork for referrals to outside agencies (EHCP needs assessments, EHA referrals to Teaching Support Service and Education Psychologist etc.).
- Be present at EHCP meetings and other meetings to take minutes
- Prepare the post review paperwork and send to parents and outside agencies.
- Collect and prepare mid-year review paperwork and distribute to parents

#### **Working with outside agencies and parents**

- To act as point of call for parents and outside agencies.
- To liaise with parents and outside agency staff (e.g., planning meetings) and inform all those who need to know.
- To liaise with the Heads of Year/pastoral managers, safeguarding lead and teachers on SEN related issues.

- To maintain telephone contact with parents and outside agencies as directed by SENDCo and greet visitors when required.
- To ensure provision for students is entered on to and given an end date on SIMS and the SEND drive as required
- Manage the SEND department diary and SENDco's diary for meetings and appointments with parents and outside agencies
- To ensure the SEND register is up to date, and regularly update the register and register summary
- Communicate with parents on any changes to the SEND register.

#### **Access arrangements**

- Manage electronic filing relating to access arrangements testing
- Manage forms and electronic filing relating to access arrangements applications
- Work with the SENDCo/AA tester and exams officer to ensure compliance with JCQ regulations

#### **Working with young people**

- Work with individuals or small groups of pupils under the direction of the Assistant SENDCo and/or teaching staff
- Support pupils in small groups with activities which support literacy, numeracy and other skills
- Keep learning logs up to date
- Take responsibility for record keeping of individual students, including safeguarding
- To safeguard and promote the welfare of children and young people and follow school policies and the Staff Code of Conduct.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as the Headteacher may reasonably direct from time to time.

#### **General Requirements**

- Enhanced DBS Check.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- To participate in school emergencies as required, including co-ordinating arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.
- To attend training sessions and meetings as required.

The nature of your responsibility means that during the course of your employment you will see or have access to information of a confidential nature relating to the work of the school or the health or personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed to any unauthorized person or organization.



## PERSON SPECIFICATION

### SEN Support Assistant/Administrator

EXPERIENCE	Essential	Desirable
Working with or caring for children of a relevant age.	✓	
Experience of working with students with special educational needs and disabilities.	✓	
Level 2 or 3 Certificate in Supporting Teaching and Learning in schools, Level 3 Diploma in Childcare and Education, or other relevant qualification.		✓
Experience of planning and leading teaching and learning activities under supervision	✓	

KNOWLEDGE	Essential	Desirable
Training in the relevant strategies e.g., literacy and/or in a particular curriculum or learning area e.g., bi-lingual, sign language, dyslexia, ICT, maths, English, etc.		✓
Appropriate first aid training		✓
Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation.	✓	
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.	✓	
Understanding of principles of child development and learning processes.	✓	
Understanding of effective teaching methods	✓	
Knowledge of how to successfully lead learning activities for a group or class of students	✓	

SKILLS & QUALITIES	Essential	Desirable
Excellent communication skills.	✓	
To possess excellent organisational skills; manage time efficiently and a proven ability to meet deadlines.	✓	
Energy, stamina and a sense of humour.	✓	
Very good numeracy/literacy skills.	✓	
Be able to work as member of a team and on own initiative.	✓	
The ability to be calm at times of pressure and patient when dealing with staff and students.	✓	
Ability to use ICT effectively to support learning.	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
Ability to relate well to children and adults.	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	✓	
Display commitment to the protection and safeguarding of children and young people.	✓	
Professional demeanour, good inter-personal skills and ability to deal with various members of public, staff, governors, parents/carers and visitors to the school.	✓	
Ability to ensure the School's Catholic ethos and FCJ values and held in high regard and reflected in daily interactions with all school stakeholders	✓	
Patient, flexible and adaptable, meticulous and conscientious	✓	

## **How to Apply**

Details of the school are available on our website [www.gumleyhouse.com](http://www.gumleyhouse.com) where you can download an application form and email it to Donna Godwin, PA to Headteacher at [dgodwin@gumleyhouse.com](mailto:dgodwin@gumleyhouse.com)

Deadline for applications: applications will be considered upon receipt and candidates will be contacted on a rolling basis. Please note that only shortlisted candidates will be contacted and the date for interview discussed then. All appointments are subject to a satisfactory, enhanced DBS check.

If you require any further detail about the role or application process, please contact Mrs Godwin [dgodwin@gumleyhouse.com](mailto:dgodwin@gumleyhouse.com)