TAME RIVER EDUCATIONAL TRUST

# SEND Administrator – Droylsden Academy

# Candidate Information Pack

**Great schools in which to learn, teach and belong.**

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# Welcome to Tame River Educational Trust

Dear Candidate

Thank you for your interest in the post of SEND Administrator with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.

Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of one academy and one associate school, who will become a full member of the Trust in the near future.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.

Phil Wilson
Chief Executive Officer

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# An Introduction to our Trust Schools

Droylsden Academy is an Ofsted rated Good school, where students are able to thrive and belong. It is heavily oversubscribed which is a testament to its incredible success.
Website: https://www.droylsdenacademy.com/

Mossley Hollins High School is an Ofsted rated Good school. Mossley Hollins is currently an associate school within the Trust, and will become a full member in the near future. This school is also heavily oversubscribed.
Website: https://www.mossleyhollins.com/

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# Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at hr@droylsdenacademy.com.

To apply for the role please complete the application form – available to download from our website and return it to hr@droylsdenacademy.com.

**In compliance with Safer Recruitment Guidelines, CVs will not be accepted**.

Advertised: 14 January 2025 Closing date for Applications: 28 January 2025 at noon.

Interview Date: Will be held as soon as possible following the closing date.

*Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.*

## Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

## Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

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| **Job description**<br><br>**The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** | |
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| **Job Title:** | SEND Administrator |
| **Reporting to:** | Curriculum Leader Learning Support |
| **Hours & Salary** | The normal working hours shall be 32.5 hours a week, term-time only. There is a possibility for flexi-hours for the right candidate. The salary for this position is Grade D points 7 - 10 (currently £25,584 - £26,835 full time equivalent salary), and will be pro-rata to reflect the part time and term time only nature of the contract. The actual salary range for this position is currently £19,866 - £20,837 per annum. |
| **Role Overview** | To coordinate meetings and inform teaching staff regarding EHCP and CLA students in order to support with the learning.<br><br>To work under the direction of the Curriculum Leader - Learning Support to ensure that all legal paperwork is completed to deadline with regards to EHCP and CLA students.<br><br>This job description is written at a specific time and is subject to change as the demands of the Academy and the role develops. The role requires flexibility and adaptability and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description. |
| **Child Protection and Safeguarding:** | The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. |
| **Main duties and responsibilities:** | **As a SEND Administrator, you are expected to:**<br><br>**Learning Support for Students:**<br>1. Co-ordinate all agreed meetings for designated EHCP and CLA students.<br>2. Co-ordinate information gathering for EHCP and PEP and CLA reviews.<br>3. Ensure that information gathered from these meetings is dispersed to the appropriate people.<br>4. Use ICT as appropriate in this work.<br>5. Liaise with other agencies as agreed and appropriate.<br>6. Establish excellent learning relationships with the students, acting as a role model and setting the highest of expectations for progress, learning habits, and behaviour. |

7. Respond to the academic and pastoral needs of EHCP and CLA students.
8. Promote our values of Politeness, Hardwork and Honesty and our excellent attitudes to teaching and learning (PRIDE): excellent presentation; learning resilience; independence; ability to meet deadlines; and, striving for excellence.
9. Provide information relevant to the academic progress of individual students in EHCP, PEP and CLA Review meetings.
10. Provide feedback to students and their parent and carers in relation to progress and achievement.

**When working to collate information from teachers:**

1. Keep and update records.
2. Liaise well with parents and carers, as required.
3. To liaise with subject teachers of EHCP and CLA students, to enable quality support to take place.
4. To liaise with the Learning Support Teaching staff who are responsible for learning support of EHCP and CLA students.
5. To provide verbal or written information regarding pupils with such needs to the Learning Support.

**In general:**

1. To attend review meetings of pupils as and when necessary and to attend monthly planning meetings.
2. To support in the school's Learning Support Curriculum Area when required.
3. To provide amanuensis support at exam periods.
4. To support educational visits where necessary.
5. To work with other Teaching Assistants on display work.

**As a member of staff, you are expected:**

1. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.
2. To follow and uphold all school policies and be an excellent ambassador for the Trust and Droylsden Academy.
3. To have a responsible and diplomatic approach to matters of a confidential nature.
4. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day.
5. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems.
6. To undertake any other duties that might be reasonably requested, by the Co-Headteachers, Curriculum Leader, Line Manager, or any other member of the senior leadership team (School to amend/add/delete as required). Any request will correspond with the general character of the post and are commensurate with the level of responsibility.

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| **Health and Safety:** | The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.<br><br>All Trust schools are non-smoking sites. |

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| **General:** | This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities. |

| **Person Specification** | | | |
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| | **Essential** | **Desirable** | **Method of assessment** |
| **Qualifications** | • GCSE Maths and English at grade C or equivalent | • Degree | • Production of the applicant's original certificates |
| **Experience** | • Proven track record of successfully working as part of a team | • Experience of working with SEN children | • Contents of the application form<br>• Interview<br>• Professional references |
| **Skills and Knowledge** | • Excellent organisational and time management skills<br>• Ability to keep written records.<br>• Excellent communication skills, both confident and articulate in conveying a message<br>• Excellent relationship builder- can build credibility and rapport with people at all levels, both within and outside of the School. | • Up to date knowledge of child welfare issues<br>• Support the development of pupil's literacy and numeracy skills with confidence | • Contents of the application form<br>• Interview<br>• Professional references |

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| | • Ability to establish positive relationships with teaching and non-teaching staff, pupils and external stakeholders<br>• Ability to manage multiple tasks and deadlines<br>• Work flexibly and constructively as part of a team, understanding school roles and responsibilities | | |
| **Personal competencies and qualities** | • **Interpersonal skills.** Outstanding 'people' skills Demonstrable ability to listen, be inquisitive, build rapport and communicate persuasively with people of different backgrounds.<br>• **Communication.** Ability to write and speak messages that are clear, accurate, convincing, and inspiring. An appreciation of how to use different media to best effect with different audiences. Ability to speak confidently in public at individual or group level<br>• **Creativity.** The ability to adapt to new situations and address problems from new perspectives<br>• **Reliability.** Attention to detail, deadlines, and budgets; persistence in following through multiple extended projects.<br>• **IT awareness.** Competence in standard office software including Excel skills.<br>• **Willingness.** Flexibility within the role and for attendance at Open Days and other School events, playing an active part in the school community. Willingness and ability to undertake further training | • **Interpersonal skills.** Good all-round safety and cleaning practices | • Contents of the application form<br>• Interview<br>• Professional references |

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| | if required for development in the post<br>• Passion for helping children and young people learn<br>• Trustworthiness and integrity<br>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people<br>• Ability to engender confidence in young people<br>• A warm, friendly, and patient manner<br>• Ability to build positive relationships with all students that allow them to achieve to their highest potential<br>• Discipline and time management skills<br>• A belief in the value of others<br>• A willingness to learn new skills and approaches and to share experiences with others<br>• A sense of humour | | |