



Meridian Trust

Administrative Assistant – SEND

Recruitment Pack



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Welcome from our CEO, Mark Woods



Thank you for your interest in joining the Meridian Trust family.

The success and growth of our Trust has been based on remaining focused on some critical principles:

- Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

- We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to our common values, practices, curriculum approaches and operational systems

Since 2011, thanks to the fantastic work of our staff, our Trust has grown from 1 to 28 academies whilst retaining our focus on working within an area that enables easy movement between our schools. From first developing an application in 2007 to open schools in the new town of Northstowe, we have been committed to the vision of being an all-through and all-inclusive Trust. Our Trust currently consists of 14 primary schools, 12 secondary schools and 2 special schools. We are also currently developing 3 free school projects within our region.

Meridian also plays a key role in the wider development of education in the region. We are the home to the Cambridge and Peterborough Teaching School Hub and operate a vibrant Initial Teaching Training provider that trains upwards of 100 teachers annually. In addition, our commitment to the local community as an extension of our village college ethos means that we host a range of activity in our schools, including providing leisure and educational opportunities.

If being part of a dynamic, compassionate and dedicated group who believe we can really improve young people's life chances and opportunities by working together appeals to you, we very much look forward to receiving your application.



A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

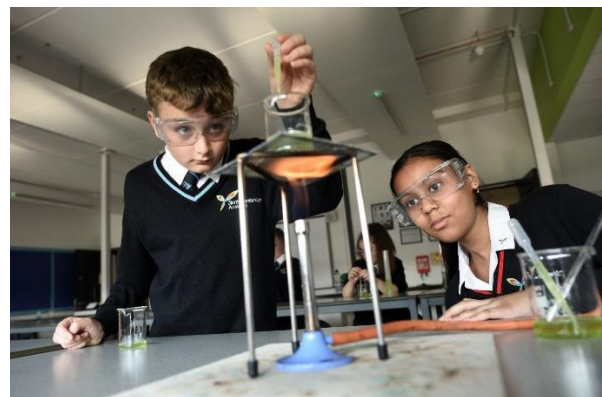
Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 28 academies (including 14 primary, 2 special and 12 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. As a lead partner in the Cambridge and Peterborough Teaching School Hub and an ITT provider through the Cambridge Partnership we retain a strong commitment to growing and supporting staff throughout their training and career development. We

have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. No trust academy has ever undergone an OFSTED inspection resulting in anything other than an improved outcome. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.



Trust Vision, Mission and Values

Meridian Trust Vision

Meridian Trust exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the Meridian family, Trust academies aim to unite their pupils, families and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to their wider communities.

Our vision, mission and values guide and bring together each of the Trust's academies.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Every child is a successful learner, confident individual, and responsible and employable citizen
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders

Our Values:

 <p>Achievement for all</p>	<p>We offer a curriculum that supports all our students. We provide you with the opportunities to maximise your potential in the Trust</p>
 <p>Valuing People</p>	<p>Staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported</p>
 <p>High Quality Learning Environment</p>	<p>Students develop a lifelong love of learning. We offer you excellent targeted provision for professional development at each career stage</p>
 <p>Pursuit of Excellence</p>	<p>Our curriculum stretches and challenges students. You will be similarly encouraged to develop aspirational personal and professional goals</p>
 <p>Extending the Boundaries of Learning</p>	<p>We provide a breadth of experience through the curriculum and beyond. Staff can access a range of learning opportunities that go beyond traditional training</p>



Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

Working with us brings with it a range of attractive benefits, including;

- Generous employer contributions to Local Government or Teacher Pension Scheme
- Free on-site parking
- Eyecare vouchers
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support to staff
- Cycle to work scheme
- Reduced staff membership to the facilities at Academy Leisure, Sawtry
- Free tea and coffee making facilities
- Generous sick pay and annual leave



How to apply

To apply please complete the online form on the TES. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date:

12th October 2022

Interviews:

19th October 2022

Applying:

For any questions about the application process please contact:

Catherine Sutton

csutton@elycollege.co.uk

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.

We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.



Job Description and Person Specification

Job Title:	SEND Administrative Assistant
JD Reference:	Meridian Trust 050
School/Academy:	Ely College
Weeks:	39 Weeks (Term Time plus 1 week)
Hours of work:	22.5 hours per week (over 4 or 5 days)
Salary:	Grade 6
Responsible to:	SENDCo

Role:	To be a fully effective member of the Special Educational Needs department, by collating, monitoring and providing any statistical data required.
Purpose of job:	To provide expert support in terms of the development of ICT administrative and data systems across the SENDV team.

Responsibilities and Accountabilities:

- Prepare and maintain MIS marksheets to enable support staff to record student assessments
- Prepare and maintain the templates in MIS used for creating the learning profiles
- Manage the Statutory Annual Review process in SIMs including creating and sharing documentation to statutory timescales with professionals and parents
- With the SENCo collate, analyse and interpret assessment data, including auditing data for accuracy and investigating anomalies
- Provide statistical analyses of data in a variety of formats as requested by SLT on SEN
- Provide support to the SENDV team at break and lunch times as needed
- Provide support to the SENDV team at break and lunch times as needed
- Maintain and update all aspects of student personnel data in SENDV
- With the SENCo be a point of contact with the LA to facilitate student admissions and transitions for SENDV
- Daily curriculum management and housekeeping as required including generating and sharing an absence cover file
- Creating and maintaining accuracy of termly/day to day timetable and teaching group changes as required



- Making changes to the SEN timetable, any curriculum, set lists and student details weekly by checking current information and daily recording and sharing cover with the team and teaching staff
- Maintaining SEN provisions and review in SIMs and generating reports
- Keeping up to date with MIS SEN modules and assisting in the development and application of new technology for pupils
- Assisting the access arrangement assessor with the Access Arrangements recording and reporting including creation of invigilation timetables for access arrangements in liaison with the exams officer

Support for School/Academy/Place of work:

- Participation in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices and procedures
- Assist with the reporting process for termly meetings and SENDV reports home to parents
- Provide statistical analysis of pupil progress and performance data
- Collate data from academic, pastoral and SEN perspectives for a holistic view of pupil performance
- Maintain and update pupil files electronically and paper based for those with SENDV
- Undertake any other clerical and general duties as maybe required to assist the SENCo

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- To work/operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments
- Physically able to undertake manual work and to perform tasks set out in this job description
- Contribute to the maintenance of a safe and healthy environment



Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Participate in the annual appraisal system
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- To inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service

Updated: January 2022



Person Specification: SEND Admin Assistant	Assessment Key: A = Application Form I = Interview
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language	✓		A
2	Level 2 or above teaching assistant qualification or willingness to work towards this	✓		A
3	Degree		✓	A
Experience		Essential	Desirable	Assessment
4	Experience of supporting children in a classroom environment, including those with a range of learning needs or challenging behaviour	✓		A/I
5	Experience of working with children across all key stages (EYFS, KS1, KS2) with evidence of having achieved successful pupil outcomes	✓		A/I
6	Experience of working with external agencies		✓	A/I
7	Experience of working closely with parents in successful home-school partnerships that support pupils' needs		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
8	Understanding of the education system	✓		A/I
9	A good knowledge of the SEND Code of Practice	✓		A/I
10	Understanding of how children learn	✓		A/I



11	Understanding of phonics, numeracy, and literacy development	✓		I
12	A sound grasp of the concept of inclusive practice	✓		I
13	Knowledge of the concept of confidentiality	✓		I
14	Awareness of child protection issues	✓		I
15	Knowledge and experience of using basic diagnostic tests for identifying specific needs		✓	A/I
16	First Aid certificate		✓	A
Skills and abilities		Essential	Desirable	Assessment
17	Skilled at making and sustaining positive relationships with children	✓		I
18	Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners	✓		I
19	Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure	✓		I
20	Ability to use language and other communication skills that parents, and pupils and staff members can understand and relate to	✓		I
21	Capable of planning intervention work, assessing the needs and achievements of children and maintaining appropriate records	✓		I
22	Able to work closely with other adults, offering them practical advice and strategies that assist them to overcome problems relating to the teaching of pupils with SEND/ who are vulnerable	✓		I



23	Able to work closely with the wider school community in the development of provision for pupils with SEND	✓		I
24	Excellent written and oral communication skills	✓		I
25	Ability to contribute to team meetings and contribute ideas	✓		I
26	Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher	✓		I
Personal Qualities		Essential	Desirable	Assessment
27	Willingness to undergo further training and development	✓		I
28	Positive and enthusiastic approach towards work	✓		I
29	Ability to act on own initiative	✓		I
30	Kindness and empathy towards students and colleagues	✓		I
31	Ability to work as part of a team effectively	✓		I
Child Protection		Essential	Desirable	Assessment
32	Support the Academy policies on safeguarding and child protection	✓		A/I
Other		Essential	Desirable	Assessment
33	Flexibility of working hours	✓		A/I

