



Biddick

Academy

Application Pack

Administration Assistant – SEND

Scale 6 - £25,427 to £26,876 (actual Salary)
Term Time Only 39 weeks term time plus 3 weeks
37 hrs per week

Start Date: As soon as possible

Closing Date: 16th June 2023

Biddick Lane, Washington, Tyne & Wear, NE38 8AL

11-16 Comprehensive
1138 on roll
Acting Headteacher: Mr T Delf

Required for as soon as possible

Administration Assistant – SEND

Scale 6 - £25,427 to £26,876 (actual Salary)
Term Time Only 39 weeks term time plus 3 weeks and 37 hrs per week

Inspiring learning, unlocking potential, achieving success

We are looking to appoint an enthusiastic, motivated and inspiring Administration Assistant to join our friendly, hardworking team of support staff at the school who are committed to the continuous improvement of our school.

Working within the SEND team you will support the SENDCo and SEND faculty in all aspects of their administration. In particular, the Co-ordination of Annual Reviews for students with a special educational needs and disabilities within Biddick Academy. This role will be flexible as some activities will be driven by need and may be different at various times during the year.

The successful applicant will be the first point of contact within the SEND Faculty for staff, students, parents/carers and outside agencies. Previous experience in a school environment is desirable but it is more important that you are a strong administrator with excellent organisational skills. Applicants must have excellent IT skills including a good working knowledge of Microsoft Office packages and be able to quickly develop proficiency in school systems and databases. Effective communication skills and flexibility are also essential, as is the ability to work effectively to deadlines and as part of a team.

The successful applicant will be expected to:

- Act as first point of contact within the SEND faculty, parents/carers and Academy staff both face to face and via telephone
- Reporting directly to the SENCO, you will provide efficient and effective administrative support to the work of the SEND Faculty
- Liaise with other agencies and attend multi agency conferences/meetings as appropriate

The successful applicant will have:

- Excellent knowledge of word packages and IT systems
- Excellent verbal and written communication skills
- The ability to work autonomously and proactively

Biddick Academy is a good school (Ofsted, 2021) conveniently situated 10 minutes' drive from Newcastle and Durham. The Academy enjoys an excellent reputation within the local community and is consistently oversubscribed year-on-year. Our curriculum is founded on the core values of resilience, curiosity, aspiration, and readiness.

At Biddick Academy you will be joining a team where we work collaboratively to ensure our students are safe, happy, inspired and cared for. We provide an extremely supportive induction programme for new staff and excellent professional development opportunities.

Please contact Ashleigh Bulbeck, HR Manager at – bulbeck.a@biddickacademy.com or 0191 5111600, ext 5013 to arrange an informal discussion regarding the role or a visit.

To apply, please return completed applications forms to recruitment@biddickacademy.com

Biddick Academy is committed to the safeguarding and promoting the welfare of children and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.

Dear Applicant

Thank you for your interest in the post of Administration Assistant with SEND focus at Biddick Academy.

Our aim is to inspire children to learn, unlock their potential and achieve success. We are passionate and determined that every student feels a sense of achievement, enjoys their learning, is happy and cared for, and develops as a well-rounded individual.

At Biddick Academy, we are preparing students not just to excel in examinations but also to have the skills and attributes to be successful in life. Our curriculum is designed with the intention of developing curious, resilient, aspirational young people who leave us, truly ready for their next steps. We recognise the importance of the informal and formal curriculum and actively encourage a wealth of extra-curricular activities.

I am proud to lead a team of exceptional staff who develop positive relationships with students and are committed to providing opportunities so that students fulfil their potential. You will be joining a team that works together, supporting and motivating each other to ensure our students thrive and flourish.

Biddick Academy is at the heart of the local community and for this reason; the Academy is a warm, energetic, and supportive environment. We provide a comprehensive induction programme for new colleagues and offer a range of high-quality professional development opportunities.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Academy.



Mr T Delf
Acting Headteacher

Academy Information

As an oversubscribed school, Biddick Academy has an excellent reputation in the local community. With 1138 students on roll and a specialist ASD provision comprising of 35 places, Biddick Academy is a dynamic place to work. We have 6 feeder primary schools and our catchment area is comprehensive, encompassing a wide variety of backgrounds.

The Academy has benefited from significant investment over a number of years and has excellent facilities, including a purpose-built Engineering workshop and Hair and Beauty salon. After school hours, the Academy is busy with many community groups using the 3G pitches and leisure facilities.

As an organisation, we want everyone, students and staff alike, to:

- Be part of a safe and respectful community
- Feel happy, valued and empowered so that we all thrive
- Aspire to be the best we can be
- Act with integrity
- Nurture resilience and independence
- Have the attitude and character to excel in life
- Have a desire to learn and work with passion, purpose and pride

Curriculum

Key Stage Three

In Years 7 to 9 students study a broad range of subjects that, at the end of Key Stage Three, enable them to make informed choices for their GCSEs. For example, at present students study the following subjects: English, Mathematics, Science, Geography, History, Religious Education, Physical Education, Music, Art, Design Technology, ICT, IAG (Information, Advice and Guidance), Accelerated Reader, Spanish/French.

Key Stage Four

At the end of Year 9, students make choices regarding the courses they would like to study in Years 10 and 11. All students study GCSEs in the following subjects: English Language, English Literature, Mathematics, Science, History and /or Geography. In addition, all students must also continue to study Physical Education, Ethics, and IAG (Information, Advice, Guidance) as part of the non-examined curriculum.

Students may then choose from a wide variety of further subjects to make up their option choices. At present GCSEs and vocational courses are available in: French, Spanish, Philosophy and Ethics, Engineering, Computer Science, Creative iMedia, Business and Enterprise, Food and Nutrition, Fine Art, Art and Design, Textiles, Digital Art, Hair and Beauty, Physical Education, Dance, Drama, Music, Chemistry, Biology and Physics.

The SEND Faculty

Support 21

The SEND faculty, known as 'Support 21' at Biddick Academy is the intrinsic support system of the Academy. The faculty consist of the Student Support Assistants, Assistant Head's of Year, Head's of year, Deputy SENDCO and are led by the Deputy Headteacher (Pastoral) and the Assistant Headteacher (SENDCO). One of the unique characteristics of the Faculty is that it encompasses the Unity Centre, a Local Authority Provision for students with a diagnosis of an Autism Spectrum Disorder (ASD). This provision currently has 35 places with students from Year 7 to Year 11 attending. Our Unity Centre cohort is fully immersed within our main stream provision, with all students attending lessons alongside their peers.

Support 21 and the Pastoral team recognise that all students are individuals who have different needs and require differing levels of intervention and support. Biddick Academy Student Overviews have been designed to support students, staff and, parents and carers in understanding the range of need and the support that students can access. The overviews encompass all students who hold an EHCP or who have been identified as requiring further support and are on the Academy's SEND register known as the Code of Practice. All students of Biddick Academy are entitled to receive support through Support 21 and the Pastoral team and they will receive a coordinated response from their Head of Year and SENDCO to instigate interventions which will support the Aims of the Academy.

Job Description

Job title:	SEND Administration Assistant
Contract type:	Permanent
Accountable to:	SENDCO
Grade:	Scale 6 £25,427 to £26,876 (actual Salary) Term Time Only 39 weeks term time plus 3 weeks and 37 hrs per week
Principle Responsibilities:	<p>The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the agreed professional duties as follows:</p> <ul style="list-style-type: none"> • Provide generalist administrative support with organisational processes within the Academy • Act as the initial point of contact for the SEND faculty • Receive and appropriately action calls from parents and outside agencies.
Main Duties:	<p>The post holder will be required to:</p> <ul style="list-style-type: none"> • Uphold the academy ethos, procedures and expectations; • To provide administrative, clerical and organisational support to the SENCO and SEND faculty as directed; • To use school IT systems effectively to record and update SEND information including intervention, provision mapping including costs, inter-agency involvement, individual student plans and parent meetings and to run reports on attendance, behaviour and attainment; • To keep up to date with changing school information and maintaining key information for reference as necessary e.g. SEND registers and SEND Overviews; • To support the SEND faculty in scheduling meetings, collating pertinent information for these meetings, sending reminders, timetabling and greeting visitors to the school and, where appropriate, take and circulate minutes; • To organise EHCP and SEND Support reviews, liaising with the LA, inviting parents and outside agency, typing, collating and distributing review reports; • To prepare draft letters and reports on behalf of the SENCO as required; • To deal with the administration of all transferring SEND students including liaising with their previous school to ensure relevant records follow the student; • To be the first point of contact for the SEND Faculty and respond, with guidance as required, to enquiries from students, parents/carers and other agencies; • To work as part of a team to ensure that the Exams Access arrangements are in place and administration meets the JCQ standards; • Provide advice and signposting to students and parents to ensure a smooth and efficient service; • Keep records in accordance with the Academy's record retention schedule and data protection law, ensuring information security at all times

Personal Responsibilities:	<p>The post holder will:</p> <ul style="list-style-type: none"> • Support the Academy in ensuring that communication within the Academy is effective; • Support staff when required
Stakeholder Responsibilities:	<ul style="list-style-type: none"> • To act as a role model for students by demonstrating own high quality conduct and expectations; • To communicate any issues/concerns to the relevant person; • Follow up on any communication from parents/carers where appropriate.
Accountability	<ul style="list-style-type: none"> • To regularly review own practice, set personal targets and take responsibility for own personal development.
Strengthening Communities:	<ul style="list-style-type: none"> • Possess a 'can do' approach to departmental/school improvement and excellence; • Be an excellent communicator; • Work positively and in partnership with parents, governors and the community; • Support Biddick Academy's climate for learning.
Generic Responsibilities:	<p>The post holder will:</p> <ul style="list-style-type: none"> • Be an excellent role model for students and staff; • Attend Academy events and activities; • While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified; • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description; • Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.
Notes	<p>This document is an overview of the role. The responsibilities will include but are not limited to those listed above and it is anticipated that the role will evolve over time and the duties may change.</p> <p>This document does not form part of your contract of employment.</p> <p>This post will have contact with children and as such a satisfactory disclosure form the Disclosure and Barring service (DBS) is a required condition of employment.</p>

Person Specification

Job title: Administration Assistant	
Qualifications and Training	E/D
GCSE (or equivalent) in English and Maths at Grade C or above	E
Relevant qualification and/or training (eg. NVQ Level 3)	D
Recent evidence of commitment to own professional development	E
Knowledge and Understanding	
Knowledge of general office procedures and practice	E
Knowledge of school systems and procedures such as Integris, Class Charts and ParentPay	D
Skills and Experience	
Experience within a school administrative role	D
Excellent interpersonal and communication skills	E
Ability to form strong and effective relationships with colleagues, external agencies and parents/carers	E
Ability to use ICT packages such as Microsoft Excel, Word, Outlook	E
Experience of dealing with difficult and challenging situations	E
Able to work under pressure and use own initiative where appropriate	D
Excellent organisational skills, able to prioritise tasks and manage time effectively	E
Experience within a school administrative role	E
Personal Attributes	
A passion and commitment for working with young people	E
A strong commitment to improving the outcomes for students	E
Act as a role model for students and staff by setting high professional standards	E
Team player	E
Personable, approachable and able to gain the respect of others	E
Commitment to the safeguarding and promoting the welfare of children	E

Assessment against the criteria outlined above will be through the application form, letter of application, work related assessments, interview process and references.