



WE ARE ASTREA

SEND INFORMATION ASSISTANT

ASTREA ACADEMY DEARNE
PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





LETTER FROM THE PRINCIPAL

Dear Candidate,

I am truly delighted you are interested in the post of **SEND Information Assistant** at Astrea Academy Dearne. It is with great pride that I am able to introduce myself as Principal of the school and it is a privilege to share with you our ambitious vision for the future. As a parent first, I am resolutely determined to secure an outstanding provision for our community and to ensure that the children who attend our school have access to the same futures as my own children.

If you choose to join us, you will become part of a strong morally driven school that believe in the highest levels of success for all children regardless of their background. You will be relentless in your commitment and belief in all young people and will ensure only the highest level of academic success and personal fulfilment for all: they deserve nothing less. It is our vision to create outstanding young people who are courageous champions of diversity, equality and mutual respect and who are proud of their community and are enthusiastic advocates of learning.

We offer you unrivalled professional development that actively promotes independent research, collaborative working and constructive feedback and solutions. As a school who is proud to have created our own Fair Workload Charter, we will provide unparalleled support and wellbeing strategies and make you feel an integral part of Team Dearne.

If you share our values and want to make the kind of difference to young people's lives that challenge social boundaries, then we would love to meet you! Please take this letter as an open invitation to either visit our school and meet the people who make our school so much more than a building. If you let us know when you would like to visit we can make sure that tea and cakes are available too! We believe that is an integral part of school life!

I very much hope that you choose to apply for this post and I look forward to meeting you.

Best wishes

Joanne Wilson

Principal at Astrea Academy Dearne





JOB DESCRIPTION

SALARY	Grade 5: £19,207- £21,781 (actual salary)
CONTRACT TYPE	Permanent
WORKING PATTERN	Term-time: 39 weeks
HOURS PER WEEK	37 hours per week
REPORT TO	Director of SEND



DUTIES AND RESPONSIBILITIES

- Assist the Director of SEND in designing, co-ordinating, monitoring and evaluating the impact of the provision for students on the SEND Register.
- Contribute to reports produced for students on the SEND Register and reports relating to SEND provision across the school.
- Coordinate LSA and HLTA timetables; organise cover for colleagues as required.
- Play a role in supporting the induction of new staff to the SEND Faculty.
- Organise LSA and HLTA external training.
- Organise SEND-related training for other staff across the school, as required.
- Manage and administrate the SEN Register, provision maps, one page profiles and other documents relating to SEND students.
- Arrange meetings; ensure room bookings and facilities in place for meetings with parents and outside professionals.
- Support the 'Assess, Plan, Do, Review' meetings for SEND students.
- Organise and prepare Review documentation prior to and following an Annual Review meeting in a timely and accurate manner.
- Contribute to new requests for assessment for an Education, Health and Care Plan.
- Work with the Director of SEND to resource the SEND Faculty and ensure that resources are used effectively, efficiently and safely.
- Maintain effective lines of communication with parents and all other agencies with regards to students on the SEND register; including the completion of referral forms and diagnostic paperwork.
- Undertake various administrative tasks including data input, record keeping and timely, professional communication with all stakeholders.
- Manage the confidential electronic and paper files for students; disseminating documents and information to stakeholders as required.
- Be directed by the Director of SEND in the process of evidence gathering with regards to exam access arrangements.
- Take on specific tasks related to the day to day administration and organisation of the school as requested by the Principal.



PERSON SPECIFICATION

EXPERIENCE

- Experience of working with children.
- Experience of working with children with additional needs.

QUALIFICATIONS

- A minimum of 5 GCSEs grade A*-C, including English and maths.
- A levels or equivalent study.
- Further study/qualifications.

KNOWLEDGE

- An understanding of SEND in an educational setting.
- An understanding of the Assess, Plan Do, Review process in a SEND context.
- High level of administrative skills requiring accuracy and diligence.
- Strong IT skills including MS Word, Excel, Outlook, Sharepoint, Teams.

PERSONAL ATTRIBUTES AND SKILLS

- Ability to relate well to children and adults.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Effective people-skills and an ability to be empathetic and confidential.
- Integrity in the execution of the role.
- Articulate and clear communication skills.
- Ability to multi-task and to prioritise.
- Show independence as well as being a team-player.

