



The Bramble Academy

SEN Admin

TTO + 2 weeks

(NJE Grade 3 £18,795 - £19,554 pro-rata)

Required Immediately

Job Application Pack

Introduction to The Evolve Trust



**Claire-Marie Cuthbert,
CEO of The Evolve Trust**



Welcome to The Evolve Trust and to our Academies. We are proud to be a values-driven organisation with an unwavering commitment to “open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life”.

The Trust is passionate about quality education; all of our schools have one simple mission – to give our children the very best education possible and the very best start in life. We place our pupils and students at the heart of everything we do. Our Trust is unique with the combination of mainstream and special schools, enabling staff to benefit greatly from collaborative learning as well as the latest pedagogical research ensuring that the children and students in our care receive a first class education.

We are committed to providing exceptional learning opportunities for all our staff. A truly unique place to enhance your professional learning and development. We offer highly individualised and award winning professional development which is available to all staff and include bespoke, accredited training, personal coaching, mentoring as well as exceptional shadowing and deployment opportunities across the trust.

The Evolve Trust is innovative and is at the forefront of educational thinking within a vibrant and inclusive family of academies. We are passionate about improving children's life chances and this is reflected in our core values of Ambition, Integrity, Inclusivity, Resilience and Endeavour.

The Trust are committed to the personal and professional wellbeing of all our staff and as such are a working partner of Schools Advisory Service which provides staff with fantastic wellbeing and health related benefits.

It is often said that each child gets one chance of education and here at Evolve we ensure that our children are given every possible opportunity to “believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life”.



INTEGRITY



RESILIENCE



AMBITION



ENDEAVOUR



INCLUSIVITY



Letter from the Headteacher

Dear Candidate,

Welcome to The Bramble Academy and The Evolve Trust. I am extremely proud to be the Executive Principal and lead this academy on the next stage of its journey. We are absolutely resolute in our vision to open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life.

At Bramble we value all our children as individuals. We engage our children through high quality learning experiences and opportunities that allow them to grow and develop. We aim to instil a passion for learning that will stay with them forever by ensuring that they get experiences that are outside of the norm so they understand the world in which they live. We ensure that our children engage with activities both within the local community and where appropriate outside of the Mansfield area so that we broaden their horizons.

We are extremely proud of the new curriculum and learning environments that were introduced earlier this year. Students now learn through Novel Study where children follow a novel for a half term and all of their work is linked to elements of this text, including the classroom in which they work. This allows them to engage and immerse themselves fully in a way that facilitates growth and imagination while developing moral, social and cognitive advancement.

We demand excellence in all that we do. Our children are encouraged to explore, discover and question through a range of exciting learning opportunities both within and outside the classroom. We provide a calm and stimulating environment where good behaviour and mutual respect is modelled by all and where everyone is valued. All of our work is underpinned by our 5 Core Values and associated behaviours which run through all the work that we do-

- **AMBITION:** Striving for the highest personal achievement
- **INTEGRITY:** The moral courage to be sincere, reliable and trustworthy at all times
- **INCLUSIVITY:** Together we create a stronger community
- **ENDEAVOUR:** The best preparation for tomorrow is doing the best today
- **RESILIENCE:** Take on challenges, learn and thrive

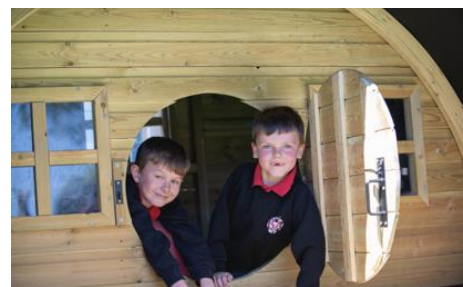
Our aim is to work alongside our families and the local community to ensure that our children can be the very best versions of themselves and turn into responsible citizens of the future.

We would be delighted to show you around our wonderful academy so you can see for yourselves the amazing children we have here and the wonderful work that they do.

Many thanks

A. O'Malley

Mr Adrian O'Malley
Executive Principal



SEN Administration Assistant

TTO + 2 weeks

(NJE Grade 3 £18,795 - £19,554 pro-rata)

Required Immediately

The Bramble Academy is a community primary school with the capacity to have up to 230 children, including our nursery, on roll. From gardeners to writers, explorers to sports people (sometimes all in the same day!) our children make this school a happy place to be. We believe in opening minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life.

We are seeking to appoint a SEN Administration Assistant. The successful candidate will join a dedicated team seeking to improve the outcomes and lives of all children in the community we serve.

We are looking for someone who:

- Has skills and experience to secure rapid improvement in children's learning and progress.
- Shares the drive and determination to make a real difference in the life chances of all our children.
- Has the patience and empathy for children who may sometimes struggle with their learning along with the high expectations to ensure they succeed.

We can offer you:

- Wonderful children!
- A leadership team who are committed to excellence and innovation.
- Friendly and welcoming staff.
- The right resources and support to develop our children.

Visits to the Academy are warmly welcomed and encouraged. Please arrange appointments through the School Office Manager, Joanna Vallance on 01623 635 928.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS.

If you feel this may be the career opportunity you are looking for please contact our HR Department for an application pack, email jobs@evolvetrust.org or download via our website www.evolvetrust.org/work-with-us/vacancies



**The Evolve Trust, c/o The Beech Academy, Fairholme Drive, Mansfield,
Nottinghamshire, NG19 6DX**

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to jobs@evolvetrust.org. Applications can also be submitted by post, for the attention of the HR Department, to the following address:

**The Bramble Academy
Oxclose Lane
Mansfield Woodhouse,
Mansfield,
Nottinghamshire,
NG19 8DF**

Application forms

These can be downloaded from the Trust website www.evolvetrust.org. Wherever possible, please provide email addresses for your referees.

TES

You can also use the TES 'Quick Apply' system. Just complete the application and ensure you give us as much information about yourself.

Closing Date

Please ensure your application arrives by 9.00am on 20th January 2020.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS.





Job Description

Post Title: SEN Administration Assistant

Reporting to: Deputy Headteacher

Working time: 37 hours per week, Term Time Only + 2 weeks (flexible working arrangements)

Salary Grade: NJE Grade 3

Disclosure Level: Enhanced

Purpose:

- To provide a comprehensive and fully confidential secretarial service as required.
- To work with the DHT to ensure that the statutory SEN and Safeguarding requirements are met.
- To coordinate EHCP and related meetings and prepare associated paperwork.
- To ensure electronic records are maintained, including review outcomes.
- To liaise with alternative education providers to access tracking and attendance data.
- To liaise with external support agencies to plan for reviews and facilitate actions.

Duties – General:

- Flexible working approach to accommodate day to day operational matters to attend, as necessary, out of hours meetings and events.
- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.
- Responsibility for the safeguarding and promoting the welfare of children to act as a mentor to a small number of students.
- To undertake switchboard and reception duties as requested.
- Undertake general hospitality as requested.

Duties – Specific:

The following roles and responsibilities are not exhaustive but give an outline of the tasks the post holder is responsible for. They do not necessarily carry out all the tasks themselves, but they ensure that the tasks are being completed

- To coordinate the administration for disadvantaged groups including SEN, PP and LAC.
- To produce documentation as required, working to short deadlines and ensuring that all documents are fully and accurately completed.

- To create relevant documents and undertake data inputting and the manipulation of data to produce reports and statistics.
- To assist with the opening and to prioritise, deal with and distribute all correspondence addressed to SEN/LAC/PP.
- To receive telephone calls ensuring that:
 - Calls are dealt with by the appropriate personnel
 - Ad hoc queries are dealt with directly
- To manage the SENCO's diaries, appointments, arranging meetings and venues, arranging hospitality, taking minutes and undertaking follow-up action as necessary.
- To manage the Team's filing systems, preparing such papers as may be required for meetings and appointments.
- To support students as required.
- To make regular contact with AP to ensure safeguarding compliant and collate progress data.
- To support the academy to ensure that safeguarding requirements are met.
- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.
- Responsibility for the safeguarding and promoting the welfare of children.

Other Specific Duties:

- To play a full part in the life of the community, to support its aims and objectives and to encourage staff and children to follow this example.
- To support the academy in meeting its legal requirements for worship.
- To promote actively the Academy's corporate policies and ensure compliance.

General:

- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.

Safeguarding:

- This post is subject to an enhanced Disclosure and Barring Service check.
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.
- Record and report concerns following the Trust Safeguarding policy.
- Complete safeguarding level 1 training at least once every three years.

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 employer on all issues to do with Health, Safety and Welfare.
- Ensure all aspects of Health and Safety are rigorously addressed across your department inclusive but not limited to:
- Reporting damaged broken or missing equipment/property to an appropriate person i.e. departmental link, site team, headteacher etc.

Continuing Professional Development:

- To participate in the Trusts Performance Management Scheme.
- Undertake any professional development necessary as identified.

Additional points:

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified as no job description can be fully comprehensive.

In addition to the duties specified, employees will be expected to comply with any reasonable request to undertake duties or work of a similar level which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Executive Principal. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

The job description does not form part of the contract of employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

Name: _____

Signed: _____ Date: _____

Privacy Notice: Job Applicants

For Job Applicants applying to work within The Evolve Trust

Use of Your Personal Data

Statement Purpose: Under data protection law, individuals have a right to be informed about how the trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs with The Evolve Trust.

The Evolve Trust is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations.

Successful candidates should refer to our privacy notice for the staff, trustees, governors and all who are engaged to work with the trust for information about how their personal data is collected, stored and used which is available on the Trust website.

Data Controller: The Evolve Trust
c/o The Beech Academy, Fairholme Drive, Mansfield,
Nottinghamshire, NG19 6DX

Data Protection Officer: Alex Walker, DPO@evolvetrust.org

What personal data do we use?

We process data relating to those applying to work at our trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details.
- Copies of right to work documentation.
- References.
- Evidence of qualifications.
- Employment records, including work history, job titles, training records and professional memberships.

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions.
- Disability and access requirements.

Why do we use this data?

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications.
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils.
- Enabling equalities monitoring.
- Ensuring that appropriate access arrangements can be provided for candidates that require them.

What is our legal basis for using this data?

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract (if appropriate).
- Comply with a legal obligation.

How do we collect this information?

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How do we store this data?

Personal data is stored in line with our GDPR policy and Information and Records Retention Policy.

We create and maintain an employment file for each individual who works in the trust. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Information and Records Retention Policy which can be found on the Trust website via the link below.

<https://www.evolvetrust.org/key-information/policies/information-and-records-retention/>

We will only retain your personal data for as long as is necessary to fulfil the purposes for which we collected it, including for the purpose of satisfying any accounting or reporting requirements.

Who will we share personal information with?

We do not share information about you with any parties without your consent unless the law and our policies allow us to do so.

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the schools holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from you.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer DPO@evolvetrust.org.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

If you feel it necessary to do any of the above, you can speak with the Data Protection Officer.

The Trust does not have to meet all of your requests and we will let you know where we are unable to do so.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you have a concern about the way we are collecting or using your personal data and you think this is unfair, misleading or inappropriate, or any other concerns, please raise this with us in the first instance and contact our Data Protection Officer.

Alternatively, you can raise any complaints to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Alex Walker (Data Protection Officer), DPO@evolvetrust.org

The Evolve Trust, c/o The Beech Academy, Fairholme Drive, Mansfield, Nottinghamshire, NG19 6DX

This notice is based on the [Department for Education's model privacy notice](#) for job applicants, amended to reflect the way we use data in the Trust.