

SEND and Safeguarding Administrative Assistant/ Learning Support Technician

Salary / grade: Starting at NJC03 (circa £18,500)

Hours: 8 am to 4.30 pm Monday to Thursday and 8 am to 4.00 pm on Friday

Contract type: Fixed Term Contract (Maternity Cover) – 1 Year from February 2020

Responsible to: Assistant Headteacher – SENDCo and Designated Safeguarding Lead (DSL)

Main purpose

To cover a maternity leave, we are looking for a reliable and committed administrative assistant to support the SENDCo (Special Educational Needs and Disability Co-ordinator) and DSL (Designated Safeguarding Lead) with daily administrative tasks relating to SEND and Safeguarding, and to act as Learning Support Technician. The role will start in February and is expected to last for one calendar year. It is a 5 days per week.

You should be well-organised, resourceful, practical and pro-active. Experience of working within a school environment would be an advantage, but not essential. The main duties are to provide a full administrative and secretarial service to the SEND and Safeguarding Departments, but you will also undertake some classroom-based support work with students and lead group interventions. Therefore, some experience as a Learning Support Technician would be an advantage. You will also work closely with issues regarding safeguarding and many of our most vulnerable students – so your application should demonstrate experience with dealing with sensitive information and data.

The successful candidate will be joining an exceptional, student focused team and therefore should be experienced in working in a professional manner as an initial point of contact for various enquiries from visitors, students, parents, external agencies and members of the public providing excellent customer care.

Becket Keys Church of England School has a motto of 'Faith in Learning'. This means that we fully expect Learning to take place for all our students on a daily basis. We also bring Faith into Learning as part of our strong Christian Ethos. This does not mean that candidates have to be a Christian, but strong support for the values and ethos of a Christian school is essential.

Our vision is based upon clear and concise values: Respect, Responsibility and Forgiveness. We expect our staff to know students individually and to provide them the best possible educational experience.

We are keen to appoint a dedicated colleague who is eager to support our students to achieve in all aspects of their school life and who wants to be a key contributor to our school's success.

Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. The successful applicant will need a full enhanced DBS (Disclosure and Barring Service) check, which can be applied for once a job offer is made.

Key Accountabilities – SEND and Safeguarding Administrator

- Under the direction of the SENDCo/ DSL, collate and prepare paperwork relating to assessments, GCSE access arrangements, EHCPs and referrals to other agencies.
- Under direction of the SENDCo/ DSL, liaise with parents of students with SEND and/or social, emotional, mental health issues to arrange parent meetings, respond to parent emails and respond to phone calls.

Key Accountabilities – Senior Learning Support Technician (LST)

- Plan and deliver small group interventions, for example; Reading for Meaning, Units of Sound, Pre-reading.
- Monitor and evaluate student responses to learning activities (including intervention workshops) through a range of assessment and monitoring strategies against pre-determined learning objectives, recording this in order to provide evidence of the range and level of progress and attainment.
- Under the direction of the SENDCo, support the learning of students with specific needs in lessons by liaising with teachers in classes which you support on a regular basis.
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Share good practice with and train other LSTs in relation to student support and use of ICT.
- In the absence of the Assistant SENDCo/ SENDCo, lead regular LST team meetings.
- In the absence of the Assistant SENDCo/ SENDCo, manage and support LSTs as necessary to ensure they are following their support and workshop timetable.

Key Administrative Duties:

To Support the SENDCO:

- Manage the SENDCo's diary, diarising meetings with parents and outside agencies.
 - Answer enquires, email, send letters and reports to parents/outside agencies
 - Liaise with parents, the LA and other stakeholders as necessary
 - Work with the SENDCo/ Assistant SENDCo to ensure all annual review paperwork is completed and submitted on time
 - Under the direction of the SENDCO, update the SEN Register and other records
 - Collate SEND statistical returns, as requested
 - Update students' SEND status on SIMs in line with the SEND register
 - Under the direction of the SENDCo, write and update key documentation including provision maps and One Page Profiles.
 - Manage up to date record keeping, e.g. workshop overview, impact reviews from LSTs and teachers, student personal files
 - Support the SENDCo in the completion for Form 8s for GCSE access arrangements.
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- Schedule and manage external assessment of students who are identified as potentially qualifying for GCSE access arrangements.
- Support the SENDCo in gathering evidence from departments to back-up access arrangements for students with SEND.
- Maintain a record of GCSE access evidence to back-up the application to JCQ.
- Working with the SENDCo, submit the application for GCSE access arrangements within the JCQ deadline.
- Timetable examination access for students with SEND during termly assessments – from Years 7 to 12 - communicating this to Heads of Department, relevant teachers and LSTs.
- Update student records as appropriate and assist the SENCO with more complex paperwork as and when necessary.
- Under the direction of the SENDCo, carry out LUCID, reading and spelling tests when necessary, ensuring data is recorded, reviewed and communicated to relevant staff and agencies.
- Organise SEN transition day for Year 6 students, liaising with parents and primary schools and preparing relevant resources.
- Schedule and manage IAG visits for students, liaising with the LA and parents.
- Under the direction of the SENDCo, assist with the ordering of resources needed for the department
- Carry out any other duties as directed by the SENDCo commensurate with the general level of responsibility of the post

To Support the DSL:

- Under the direction of the DSL and DDSL, maintain the Child Protection, Safeguarding and LAC register
- Maintain safeguarding chronologies in line with school policy
- Under the direction of the DSL and DDSL, prepare referral paperwork for outside agency involvement
- Work with the DSL and DDSL to monitor the use of the internet by students whilst at school
- Under the direction of the DSL/ DDSL, prepare and distribute key documents to all staff, e.g. KCSIE Part 1, keeping a record to evidence this.
- Assist the DSL and DDSL in maintaining safeguarding training records for all staff
- Contact transferring schools to ensure student safeguarding files are requested/sent on for joiners and leavers

Person Specification:

Knowledge, skills and qualities:

- Demonstrates a genuine interest in working in an education support environment
 - Embodies the Christian values of the school
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- An honours degree or strong A Levels
- IT literate, especially with Microsoft Office (particularly Word, Excel, Outlook and PowerPoint), knowledge of SIMS, CPOMS and Edukey would be desirable.
- Excellent levels of literacy and numeracy
- Previous business/administrative support experience is desirable, but not essential
- Able to work accurately and use own initiative
- Strong attention to detail
- Ability to prioritise workload
- Maintains confidentiality of position
- Eager to take personal responsibility to ensure the job gets done
- An efficient and organised individual with an ability to communicate at all levels
- The ability to demonstrate an understanding of how the SEND Code of Practice, 2014, impacts on this role would be desirable
- Demonstrates professionalism at all times
- The ability to relate well to children and adults, including where necessary, the capacity to demonstrate a warm, but firm approach suitable for working with vulnerable students noting as appropriate where safeguarding concerns may be exhibited
- The ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these
- Willingness to participate in further development and training opportunities
- Experience of providing excellent internal/external customer care
- Experience of working in an educational environment (desirable)

How to apply

Further details and an application form can be downloaded from the school's website.

Applications must be received by 12 noon on Wednesday 8th January 2020. Applications will be considered as they are received, so early applications are encouraged, and interviews could take place on a rolling basis.

Please note CVs are not accepted and your letter of application/supporting statement should be no longer than 2 sides of A4.
