



Saint George's
Church of England School

WORKING AT SAINT GEORGE'S C OF E SCHOOL

Join our Team



**For Appointment of:
SEND Assistant**





Welcome from Executive Headteacher

Simon Murphy

Thank you for your interest in this role at Saint George's Church of England School. I hope the information within gives you an insight into our all-through school and the unique opportunity this position offers.

As a founding member of the Aletheia Academies Trust, our vision is rooted in a determination to improve the life chances of local children. The Trust provides outstanding opportunities for our primary and secondary based staff to connect with others, share good practice, improve their teaching, and develop their own career pathway.

Saint George's is thriving. All stakeholders including governors, parents, staff and pupils work exceptionally hard to create a warm, welcoming and inclusive atmosphere in a school which boasts a fantastic sense of community, continuously improves outcomes for children and families, and holds tightly to its Christian vision and values.

As an all-through school, that sense of community is all the more palpable and I feel very privileged, alongside my colleagues, to see pupils learn and develop from reception classes through to our excellent 6th Form provision.

We look forward to receiving your application and welcoming you to Saint George's.



Welcome from Head of Secondary Phase

Matt Lille

Thank you for taking the time to consider a post at Saint George's. We are immensely proud to be a Church of England school and committed to serving the local community of Gravesham. As an all through school we have the rare privilege of seeing our pupils develop from the age of 4 right up until they reach 19. Improving life chances for local children is at the heart of what we do and something that drives us to continually improve.

Pupils at Saint George's achieve well and are supported by a deeply committed and caring staff body many of whom were once pupils at the school themselves. We pride ourselves on being a highly inclusive school and this is supported by our pastoral and SEND teams who are passionate about inclusion. We seek to encourage every child to find and develop their talents and as such our curriculum is broad, allowing pupils to find the subject that they are passionate about. This is supported by a wide extra-curricular offer including the Duke of Edinburgh Award, an extensive range of sports, creative and performing arts and much more.

If this sounds like a community that you would be excited to join, then I look forward to receiving your application.

Saint George's Church of England All Through School



We consider our school to be highly inclusive, welcoming students of all backgrounds and beliefs, unified by our commitment to their well-being and sense of achievement.

Saint George's has developed a reputation as a high achieving school providing excellent outcomes for all students academically and in terms of their personal growth. We have exceptionally high expectations of how our students behave, speak, and present themselves. This is underpinned by our Christian values, our worship and school ethos. Everyone who wishes to learn is welcome.

Our motto **'All Different, All Equal, All Flourishing'** emphasises our Christian belief that the God-given talents of all students should be encouraged and developed, recognising, and valuing their unique worth.

We have had a long-held belief in the potential of an all-through school to further enhance the educational provision on our site. We are delighted that this vision has now become a reality for Saint George's. A shared philosophy ensures that there is greater consistency around expectations, ethos and pedagogy which eliminates any unsettling transition between the primary and secondary phases. We facilitate teachers working together in the primary and secondary phases which raises aspirations still further and ensures that children are not able to fall through the gaps. Our primary pupils benefit from having specialist subject staff available and economies of scale allow greater spending on teaching and learning and the sharing of specialist and enhanced facilities for all pupils.

At Saint George's, we strive for all students to have learnt new skills, to have developed their talents and with this, a love of learning; making them confident, articulate, sensitive and caring citizens for the future.



"Visitors most often comment upon the profound sense of community within the school."



Diocese of
Rochester

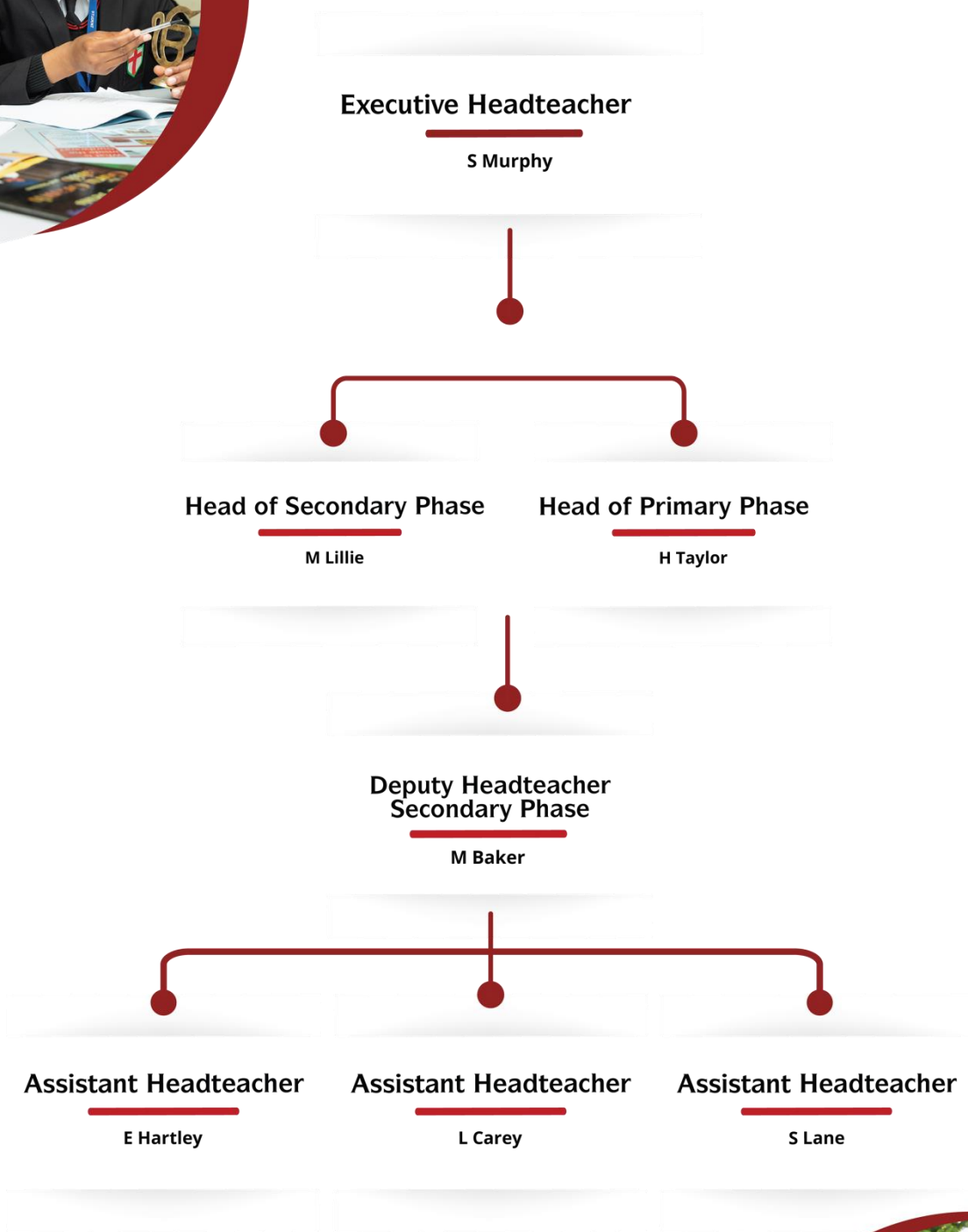
SIAMS INSPECTION 2019



EXCELLENT

Ofsted
Good
Provider

School Structure



Job Description

Job Title	SEND Assistant
Location	Gravesend
Duration	Permanent
Work Hours	Full-time
Reporting to	SENDCo
Salary	AAT E £24,788.83 - £26,447.83 per annum (£27,852 - £29,716 per annum FTE)
Pension	LGPS



About the Role

An exciting opportunity has arisen for a candidate of exceptional ability to join us as SEND Assistant at Saint George's Church of England School.

The school has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. We are a friendly, dynamic and innovative school and pride ourselves on our commitment to ensuring student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

We would love to hear from you if you:

- ♥ want to be involved in developing outstanding learning experiences to enable all children to thrive
- ♥ want to work in a supportive and caring environment
- ♥ are committed to enabling every child to achieve the very best they can
- ♥ are an ambitious professional

In return, we can offer you:

- ♥ Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities
- ♥ Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.
- ♥ Access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions
- ♥ Free eye test, examinations and eye care voucher
- ♥ A supporting and caring work environment

Key Responsibilities



Job Purpose

To support the SENCO/SEND department in ensuring that the school delivers a high quality, inclusive education for all.

Main Responsibilities

- Provide administrative support for the SEND team
- Coordinate and administer the processing of annual reviews
- Liaise with outside agencies to arrange meetings and manage the SENCO diary
- Attend and minute meetings and produce and circulate as necessary
- Maintain the learning environments used by the SEND team to ensure that they are sympathetic to the needs of our students

Shaping the future

- Coordinate and manage administration of record keeping for students supported by the SEND team to ensure that they are effectively supported
- Coordinate and minute meetings with stakeholders invested in supporting students with SEND needs
- Prepare and Coordinate Newsletters and bulletins for stakeholders
- Manage databases of contacts and resources using Excel

Teaching and learning

- Coordinate and undertake administration in the creation and communication of documents and systems which support quality first teaching
- Coordinate and undertake administration in relation to SEND CPD
- Liaise with SENCO regarding cover for TA absence
- Coordinate exam access arrangements through liaison with teachers / exams officer
- Invigilate exams and tests for students with SEND
- Prepare and present displays

Managing policy and planning

- Coordinate and undertake general administration, including arrangements for identification, assessment and provision for all SEND pupils
- Maintain manual and computerised records, information systems and shared resources

Safeguarding

Saint George's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.



Person Specification



D = Desirable E = Essential

Qualifications

- Level 2 Diploma (or equivalent) E

Experience

- Proven administrative experience E
- Experience of working with young people, particularly those with SEND needs D

Skills and Abilities

- Ability to work in an organised and methodical manner and maintain accurate records E
- Ability to take responsibility for organising day to day workload E
- Ability to convey information clearly and accurately, both orally and in writing E
- Ability to deal calmly and tactfully with a range of people E
- Ability to work effectively and supportively as a member of a team E
- Ability to use a range of IT systems/applications, particularly EXCEL E

Knowledge

- Demonstrate an understanding of SEN and welfare issues in a school setting D
- Demonstrate an understanding of confidentiality and child protection D

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

The People and Culture Team

HR@aletheiatruster.org.uk

01474 533 082

To apply for this role, please visit MyNewTerm:

[Online Application Form](#)



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Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

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