



# TheNorth school



## ADMINISTRATIVE COORDINATOR SEN - SAFEGUARDING

### Recruitment Information Pack



*Putting Achievement First*

Essella Road  
Ashford  
Kent  
TN24 8AL

Telephone : 01233 614600

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Fax : 01233 612906

Website : [www.north.kent.sch.uk](http://www.north.kent.sch.uk)

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Email : [recruitment@north.kent.sch.uk](mailto:recruitment@north.kent.sch.uk)

# ADMINISTRATIVE COORDINATOR SEN - SAFEGUARDING RECRUITMENT INFORMATION PACK

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January 2019

Dear Applicant

Thank you for showing an interest in the post of Administrative Coordinator for SEN and Safeguarding at our school.

This is an extremely exciting time to join The North School on its journey to be outstanding. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School achieved excellent exam results in 2017 and in partnership with the Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team. In return we offer access to our outstanding teacher programmes; outstanding leadership programme and out shadow leadership scheme.

We are looking to recruit a teacher with a good grasp on good and outstanding teaching, confident in their ability and able to consistently deliver effective lessons and learning with a positive approach.

You should possess excellent communication and organisational skills, be hard working, flexible and professional. Have high expectations of students, colleagues and yourself, displaying energy and enthusiasm in and out of the classroom, contributing to the school's overall success. A willingness to contribute to other areas of school life would be welcome.

I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely



**Mrs Anna Lawrence**  
Headteacher

## WORKING WITH SWALE ACADEMIES TRUST

Welcome from the Chief Executive Officer  
Swale Academies Trust

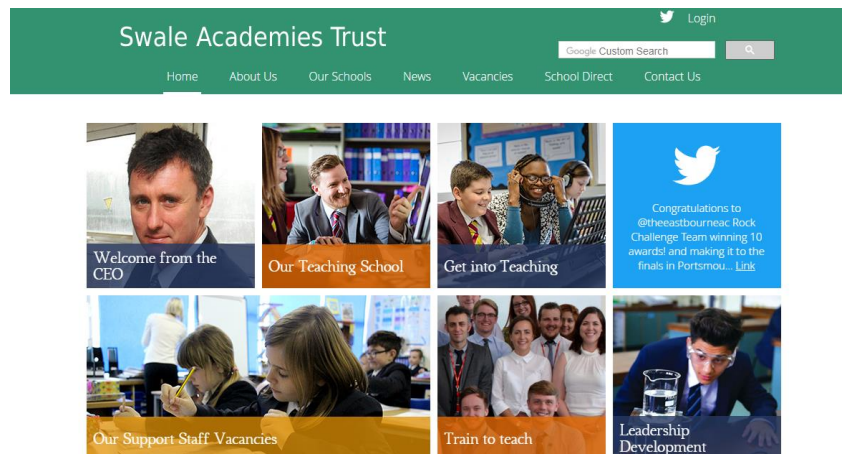
Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary, South Borough Primary, Meopham School, The North School, Regis Manor School, The Whitstable School, Westlands Primary School and Sittingbourne Community College, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost Swale Academies Trust is about the provision and development of high quality leadership and management.

We don't seek to develop clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for students in a local setting. We do however collectively value and strive for all students to produce beautiful work which showcases their development over time of which they, their teachers and support staff and parents can be really proud. We are proud of our schools and we strive for a sense of shared pride in the achievements of all of our students.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.



Jon Whitcombe  
CEO Swale Academies Trust



## INTRODUCTION

At The North School we value both the pastoral care of our students and the pursuit of academic success. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world into which they are growing.

We are proud that The North School is a happy and improving school where students and teachers enjoy learning together. An experienced team of colleagues provide all students with the best possible opportunities, both inside and outside of the classroom.

Our students are expected to treat each other and staff with care, courtesy and consideration. They are taught to always try their very best at whatever they do and to value the progress they make as individuals. We value a community approach to education to ensure that there is a broad range of expertise within the school. This enables our students to be supported in all areas, so that they may strive to reach their full potential in school and in their future lives.

At The North School we recognise that the students are at the centre of the learning experience and that they all come with different needs and abilities, not to mention interests and strengths. Therefore we continually review the curriculum diet available; to ensure that it best reflects the national picture and the needs of the students. This enables us to make the learning experience as skills based as possible with a broad range of subjects and an emphasis on personal achievement.

Working in partnerships with parents and the local community is important to us. Collaboration with parents to ensure that every pupil in our care reaches their full potential is highly valued. We encourage all parents to get involved in the life of the school. The well-established Parents' Forum offers an excellent opportunity to influence the developments at the North School.

Our classroom practice and academic achievement are supported by a wide range of facilities that include a Basketball Academy, excellent sports facilities and clubs, a climbing wall and even a full working farm that has achieved great success at the Kent Show. All these elements contribute towards our safe, positive and varied learning environment that will enable your child to achieve their full potential and enjoy their time with us.





## SCHOOL'S VALUES AND ETHOS

The North School recognises that people have different strengths and interests and we aim to give individuals the opportunity to develop those further where possible.

We expect students to have high expectations of themselves, to share our aim of 'putting achievement first' and to commit to the school's values,

As a school we value:

- **Challenge:** Everyone is expected to do their best, never settle for second best and show a determination to achieve high standards in whatever they do
- **Respect:** The school upholds each individual's right to learn and respects different views, opinions and beliefs; showing kindness and consideration towards others is a baseline
- **Resilience:** We understand that long-term success requires perseverance, quality improvements to students' work and the ability to learn from mistakes
- **Community:** We believe that being part of the school community makes us stronger; caring for each other and supporting our local community helps us achieve our very best.
- We learn together, we celebrate together and we support each other through challenges.
- **Leadership:** The school believes that the voice of students and the leadership they show should play a significant part in the life of The North School.



## THE APPLICATION PROCESS

Within this pack you will find a document detailing the responsibility of the role and a person specification listing the requirements you must meet to satisfy the selectors at the shortlisting stage. You should ensure that you address each of the points within the person specification in your application. Whether or not you are selected for interview will be determined solely on the information provided in your application form.

Should you be shortlisted for interview your suitability for the post will be explored including your motivation to work with children and young people and your understanding of appropriate boundaries.

Please limit any additional information to two single sides of A4 Paper. Please note CVs will not be considered. Applications should be typed or written in black ink.

All posts are offered subject to:

- A satisfactory Enhanced check from the Disclosure and Barring Service or Disclosure Scotland
- Identity Verification
- Verification of your entitlement to work in the UK
- Verification of any relevant qualifications, including Qualified Teacher Status if you are applying for a post requiring QTS
- Receipt of 2 satisfactory references
- Satisfactory pre-employment health clearance.

Copies of teaching certificates or any further professional qualifications will need to be provided at interview stage. If you are applying for a teaching post, your qualified teacher status will be verified.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as spent must be declared. Providing false or misleading information could result in the application being disqualified or summary dismissal if in post.

References will be taken up prior to interview. Referees should be able to comment on your professional suitability for the post you have applied for. One referee **should** be your current or most recent employer.

Completed applications should be returned to [recruitment@north.kent.sch.uk](mailto:recruitment@north.kent.sch.uk) or by post addressed to Mrs Jo Manning, Personnel/Recruitment Manager, The North School, Essella Road, Ashford, Kent TN24 8AL. If returning your application by post, please ensure your envelope contains the correct postage. If you would like us to acknowledge receipt of your application form, please enclose a stamped addressed envelope with your application.

Closing date for the receipt of applications is midday on Monday 28th January 2019.

Shortlisting and interviews will take place shortly after the closing date. An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date please assume your application has been unsuccessful.

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 01233 614600 ext. 210.

**ADMINISTRATIVE CO-ORDINATOR FOR SEN/SAFEGUARDING  
Kent Range 5 (£18,059 - £19,863 per annum pro rata)**

**37hrs per week : 8.30am – 4.30pm (term time only plus 20 additional days)**

The North School is seeking an enthusiastic and experienced Administrator to join our SEN team. The successful applicant will be able to provide effective administrative support for the Special Educational Needs Co-ordinator (SENCo) / Designated Safeguarding Lead (DSL) and the school's SEN/AEN department.

The successful applicant will be required to help out on a range of SEN administrative tasks, including, but not restricted to:

- Ensuring the SEN Register is kept up to date and accurate.
- Produce and distribute SEN Support Plans for students on the SEN register
- Initiate Annual and In-Year Reviews of Statements of EHCPs as required under relevant legislation and in accordance with statutory guidance, including liaising with outside agencies, bodies, parents and LEA and preparation of all relevant documentation.
- Organise Annual Reviews meetings for students with an Education Health & Care Plan.
- Act as PA to the school's SENCo/DSL (keeping diary, arranging meetings, contacting parents, drafting and typing letters and reports).

Applicants should also have a sound knowledge of Microsoft Office and knowledge of SIMS would be a benefit but not essential. You must be competent in the use of internet and email and be able to deal with face to face communications with confidence and tact.

You need to have the ability to communicate effectively and efficiently across a wide spectrum of people. You will need to be self-motivated, enthusiastic and have the aptitude and initiative to solve problems and plan your work load.

Further details about the school can be found on our website [www.north.kent.sch.uk](http://www.north.kent.sch.uk) and further information about the vacancy together with an application pack can be obtained via email at [recruitment@north.kent.sch.uk](mailto:recruitment@north.kent.sch.uk) or on the Kent-teach website at [www.kent-teach.com](http://www.kent-teach.com).

**The closing date for applications: Midday on Monday 28<sup>th</sup> January 2019**

**Interview date: To be confirmed**

The North School is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. Further information about the disclosure scheme can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

The North School is an equal opportunities employer.



<b>JOB DESCRIPTION:</b>	ADMINISTRATIVE CO-ORDINATOR FOR SEN / SAFEGUARDING
<b>GRADE:</b>	KENT RANGE 5
<b>HOURS OF WORK:</b>	8.15am – 4.15pm, Full Time 37hrs, term time only plus 20 days
<b>LINE MANAGER:</b>	SENCO

The 'plus 20' days includes 20 additional days to the 190 attended by students. These will include two of the designated training days plus 18 days during the school holidays to complete administrative duties as agreed by the Line Manager / Headteacher.

### 1. Purpose of job

**To work as a member of a team providing a consistent and high standard of administrative/secretarial support with the minimum of supervision to help the Headteacher raise standards across the school. To assist the SENCo/DSL to make the best use of time by dealing with the principal accountabilities listed below with discretion and confidentiality.**

### 2. Principal accountabilities:

- a) To be familiar with SEN levels and the profile of all need types.
- b) To ensure that all SEN/AEN/CONFIDENTIAL files are kept up-to-date in compliance with Data Protection requirements and are easily accessible in order that documents can be retrieved quickly and efficiently.
- c) To manage and accurately input data and information into the SIMs database in respect of students with SEN/AEN.
- d) To undertake full range of duties in support of the Inclusion Faculty ensuring matters are dealt with appropriately and promptly by preparing letters, memoranda and other documents, and to ensure the efficient dissemination of paperwork. Also to ensure all paperwork is well presented, accurate and produced according to legislative and corporate standards and requirements.
- e) To act as first point of contact for parents of SEN/AEN students, the Area Education Office and all outside agencies.
- f) To administer and review correspondence, telephone and e-mail enquiries on behalf of the SENCo/DSL. To act on own initiative to deal with or redirect enquires to the appropriate person, according to the nature, sensitivity and urgency of the query, within KCC guidelines
- g) To initiate Annual and In-Year Reviews of Statements of EHCPs as required under relevant legislation and in accordance with statutory guidance. To liaise with outside agencies and other outside bodies, parents and the LEA, as appropriate with reference to the above. Preparation of all documentation relevant to the above.
- h) To develop and review documentation required in order to collate up to date information on students' progress/needs.
- i) To liaise with Data manager to ensure all AEN/Inclusion data and information is in line with whole school procedure.
- j) To undertake administrative support for meetings linked to SEN, Inclusion and Child Protection including collating meeting agendas, minute-taking and subsequent minute preparation and circulation
- k) To develop, review and maintain efficient and up-to-date manual and computer records ensuring accuracy, availability and confidentiality, in accordance with the provisions of the General Data Protection Regulations.
- l) To liaise with outside agencies to arrange and facilitate appointments and meetings in school.
- m) To arrange and organise tours of the school for the SENCo with prospective EHCP SEN students and their parents.
- n) To undertake research of information relating to AEN/SEN issues, using the internet and other available resources, in order to assist in the continuing development of Inclusion or to provide data in respect of specific issues.
- o) Act as admin support for the Health Care Manager.
- p) Participate in training and other learning activities as required and attend relevant meeting to ensure own continuing professional development.
- q) Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.

The post holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required commensurate with your grade, as requested by your line manager, deputy head or headteacher.



**3. Necessary Experience:**

- High standard of general education including good written and verbal communication.
- Word Processing Skills
- Computer Literacy
- A mature and sensitive manner and excellent inter-personal skills are required.
- An ability to work confidentially, efficiently and on own initiative is essential.
- Flexibility and adaptability.

**4. Job context:**

The postholder has day to day contact with the Headteacher, staff, students, parents and Governors, as well as staff from the Area Education office, other Kent County Council Departments, the Department for Education and other agencies, other schools, the local community and representatives of a wide variety of goods and services.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing.

The Headteacher reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	ADMINISTRATIVE COORDINATOR SEN/SAFEGUARDING
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>NVQ 2 or equivalent</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Some knowledge of administration and offices systems.</li> <li>Knowledge of working within an SEN environment and relevant SEN regulations.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively with other school staff and teachers, senior leadership team, students, parents/carers, suppliers, visitors.</li> <li>Literacy and numeracy skills – ability to read and write, put items in alphabetical order, add and subtract figures and to use a calculator.</li> <li>Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and basic spreadsheet/database and accurately input information, once training has been provided.</li> <li>Ability to work to deadlines.</li> <li>Confidence and ability to ask questions relating to achieving the task.</li> <li>Confident telephone manner and ability to write down accurate messages.</li> <li>Good organisational skills.</li> <li>Ability to use a filing system, once training has been provided.</li> <li>Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes.</li> <li>Ability to retain and use a range of new information.</li> <li>Ability to work confidentially, keeping work-related issues and discussions in the workplace.</li> <li>Willingness to attend training courses which help you in your current role and develop your potential for other roles.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Requires knowledge of a range of administrative support tasks and office and related school procedures and systems.</li> <li>Awareness of equalities and diversity issues – respecting the needs and views of other people.</li> <li>Understanding of health and safety issues within the workplace, once these have been explained.</li> </ul>

Our School and its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

The North School Facts and Statistics :	
Type of School	Community School
Age Range	11-19
Location	Ashford, Kent
Gender	Mixed
Number of students on roll	882
Number of students in Sixth Form	141
GCSE Results 2017:	Maths 4+ : 65% English 4+ : 47% Science C+ : 36% (21% in 2015)
% of disadvantaged students	29% (2017)
% of students with SEN	4% (2017)
% of students with EAL	12% (2017)
Number of teaching staff	83
Number of associate staff	65
Ofsted Inspection Report – Sept 17	<a href="https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/118832">https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/118832</a>