

BISHOP CHALLONER CATHOLIC COLLEGE



JOB VACANCY

SEN Administrator (2 x term maternity cover)



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JOB ADVERT



School Administrator for SEND Team (2 x term maternity cover)

30 hours per week (8am-2.30pm)

Term time only

Grade 3, £25,119 - £31,364. Actual Pro Rata salary range is: £18,130 - £22,249

8th January 2024 to 31st August 2024.

An excellent opportunity has arisen to join an extremely successful and forward thinking SEND Department within a high performing school. The SEND administrator will be directly supporting the SENCO and the wider SEND team to ensure that all young people achieve their full potential and leave our care ready to be strong and active members of society.

The SEND administrator must be highly motivated, well organised, and have high expectations. Ideally, applicants will have had some experience of working with young people either in a school or a similar setting such as education, employability, apprenticeships, or a charity. It would be preferable, but not essential, that someone applying for the SEND administrator role has had some experience with pupils with SEND.

Bishop Challoner is a highly successful, heavily over-subscribed mixed 11-19 Catholic comprehensive school in the South of Birmingham. We were designated one of the first 100 Teaching Schools in the country and we are also a lead school for the Central Maths Hub, the Central Midland Science Learning Partnership, the Schools Sports Partnership and the Birmingham and Central Midlands Computing Hub. The school has recently been designated as a Microsoft Showcase School in recognition of its excellence in innovation and the effective use of technology. From September 2024 we will be launching our SCITT which will recruit and train the next generation of inspirational teachers. This is a measure of the high achievements of the school and its excellence in training and developing staff.

We provide a first class INSET programme at Bishop Challoner, which supports the professional development and growth of staff at all stages in their careers.

Bishop Challoner is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It has policies and procedures to ensure that this occurs. All short-listed applicants will be subject to a Google Search (**Safer Recruitment Guidelines**). The successful applicant will be required to undertake an enhanced DBS check.

For an application pack, please visit our website www.bishopchalloner.org.uk/vacancies or contact Louise Furlong, Safeguarding and Recruitment Administrator on 0121 444 4161. Please note that we do not accept CV's and that all applications must be on the CES support application form.

Email completed applications to Louise Furlong at :recruitment@bishopchalloner.bham.sch.uk by the closing date.

Closing date for applications is Friday 8th December, 10am

JOB DESCRIPTION



Post: School Administrator for the SEN Department

Responsible to: SENCO

Start: ASAP

The Role

To support teaching staff through the provision of high-level administrative support to the SEND team

Key Responsibilities

- Develop positive relationships of trust with the families of students, communicating regularly with them.

Support for the teacher(s)

- Provide support for learning activities by:
 - Supporting the teacher with administrative tasks for the planning and evaluation of learning activities, including recording, tracking and evaluating the effectiveness of provisions e.g. Breakfast Club.
- Support in organising effective learning environments and maintaining appropriate records.
- Contribute to the management of student behaviour by:
 - Promoting school policies regarding student behaviour.
 - Supporting the implementation of strategies to manage student behaviour

Administrative Tasks

- Attend and keep minutes for team meetings and SEND Reviews.
- Provide high quality clerical/admin support, for the SEND team:
 - Photocopying
 - Student Passports
 - Exam Access Arrangement paperwork
 - Setting up digital screening assessments
 - Processing and disseminating the results
 - Collating SSPP and EHCP paperwork and sending it to appropriate recipients including SENAR.
- Liaise with outside agencies as appropriate.
- Prepare confidential work for the school.

General

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people.
- To ensure their tasks are carried out with due regard to Health and Safety.
- To participate in appropriate professional development including adhering to the principle of performance management.
- To adhere to the Catholic ethos of the school.
 - Support the school's values and ethos by implementing policies, practices and procedures.
 - Help create a vibrant school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
 - Help develop a school and department culture and ethos that is committed to the development of full potential.
 - To promote the agreed vision and aims of the school.
 - To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and Parent Consultation Evenings.
- Any other duties as commensurate within the grade and nature of the post, as directed, to ensure the smooth running of the school.

PERSON SPECIFICATION



School Administrator for SEN Department

Qualities and Attributes	Essential	Desirable
Qualifications/Education		
GCSEs (or equivalent) in English and Maths at minimum grade C or Level 4	✓	
A levels or equivalent	✓	
Degree		✓
Support the Catholic ethos of the school	✓	
Designated Safeguarding Lead (DSL)		✓
Mental Health First Aider		✓
Knowledge/Experience		
Experience of working in a school/college environment		✓
Experience of supporting vulnerable young people in an educational setting		✓
Experience of working as part of a team	✓	
Experience of working with outside agencies	✓	
Experience of administrative and record keeping procedures with evidence of capability to work on own initiative	✓	
A knowledge and understanding of Keeping Children Safe in Education		✓
Skills/Abilities		
Travel is an essential part of the job being advertised, full driving license and own transport		✓
Flexible approach to working	✓	
Ability to show patience and empathy	✓	
Approachable and supportive	✓	
Ability to prioritise own workload in a fast paced environment	✓	
Ability to communicate effectively both verbally and in writing with colleagues, students, parents/carers and outside agencies	✓	
Strong organisational and time-management skills	✓	
Accuracy and attention to detail	✓	
Ability to problem solve and use initiative	✓	
Provide a good level of service to all stakeholders	✓	

Excellent IT skills including Microsoft Word, Outlook and Excel	✓	
Enthusiastic, highly motivated and keen to learn	✓	
Knowledge of SIMS		✓

DEPARTMENT DETAILS



Welcome

I would like to thank you for your interest in applying for the above post. You now have the opportunity to join a thriving and very successful SEND department, built upon relationships of mutual respect between students and staff alike. Having had the chance to read our recruitment pack and find out a little bit more about our school and our department, I very much look forward to receiving your application.

Aims, Philosophy and Ethos

Bishop Challoner Catholic College believes that students with special educational needs and disability (SEND) should have their needs addressed in an inclusive environment. They should have access to a broad and balanced education, including access to the National Curriculum. Students will be enabled to access lifelong learning, allowing them to fulfil their potential as confident, determined and resilient members of society. We adhere to the Equality Act of 2010 and follow the 2014 Code of Practice; our local offer for SEN is outlined in our SEN Information Report on our school website.

Every member of our team has a true sense of vocation and embraces our core values of care and compassion. In our SEND Department, teamwork and positive relationships are at the heart of our work.

All students with SEND are encouraged to take an active role in extra-curricular activities.

In addition, we are very much an outward-facing school, constantly seeking ways to foster and develop strong partnerships with our partner schools and organisations. For example, the SENCO TOLKIEN Cluster of SENCOs from our feeder primary schools meet with us once a term.

Staffing

The SEND Department is a thriving team of expert practitioners with a total of 7 staff, including full and part-time members. We have one full time SENCO, three full-time teaching assistants who are each 'leads' in the following areas: Autism/ASC, Attention Deficit and Hyperactivity Disorder/ADHD, and Speech, Language and Communication Needs/SLCN. We have one full-time Learning Support Assistant, a part time Assistant SENCO and a SEND Administrative Support Assistant.

The SEND Department works closely with the Well Being Team, Pastoral Team and Safeguarding Team.

In January 2023, an Accessibility Audit was carried out by 'Equality Act Audits.'

Highlights from the report include:

Parents/carers and students can be sure that Bishop Challoner Catholic College is a fully inclusive school which values every member of the school community. They strive always to raise aspirations and attainment of all students in partnership with a range of outside agencies and stakeholders. Their team is established and fully committed to ensuring students are aspirational working to unlock personal potential.

Bishop Challoner Catholic College is committed to safeguarding and promoting the welfare and well-being of children, young people and staff. They believe that everyone, without exception, has a right to be safe and to

be treated with dignity and respect regardless of background and free from discrimination. The school recognises that children learn best when they are healthy, safe and secure.

In October 2022 we hosted an external SEND Review. The review was extremely positive. Here are just a few of the many strengths highlighted:

The school has a vision of equality of opportunity for all students with SEND. Learners are afforded equal to access to quality curriculum pathways, including in the core curriculum.

The leadership of SEND is a strength. There are strategic approaches embedded in the leadership of SEND at all levels.

Policy and processes for SEND are cohesive across all levels of the school. SEND has a high profile e.g. standing item on HoDs' departmental agendas and SLT meetings with the SENCO.

The school has developed a cohesive, integral approach to SEND at all levels in the school. It is responsive to need and founds this response in its Catholic value-system: to ensure quality for all.

The SEND team and the wider team is caring in its approach to meeting the needs of SEND students.

The school had a section 8 Ofsted inspection in October 2021 and SEND was judged to be “well led”:

Staff support pupils with special educational needs and/or disabilities well in school. Leaders provide teachers with clear information about pupils' needs. Teachers use this information effectively to plan pupils' learning. These pupils achieve well as a result.

Hopefully, this gives you a clear insight into strengths and nature of this thriving department.

Best wishes and I look forward to receiving your application,

Rebecca Hampson

SENCO

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