

## SENDCo Administrator

37 hours per week: 40 weeks a year

Monday to Thursday 08:00 – 16:00/Friday 08:00 – 15:30 (inclusive of 30 mins unpaid break)

Remuneration: Grade F: Pts 6 – 7 FTE £23,893 - £24,294/Actual £20,958 - £21,310

Huxlow Academy is a fully inclusive school, located in Irthlingborough, East Northamptonshire. Our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

The successful candidate will:

- Have strong interpersonal skills and be able to relate to a wide range of people.
- Be able to work well as part of a team but also demonstrate the initiative and ability to work alone.
- Have excellent attention to detail.
- Be able to demonstrate that they meet the requirements set out in the person specification.
- Be required to undergo an enhanced DBS disclosure check.

If you believe that you have these qualities, are passionate about being involved in the growth of students and are interested in working as part of our school team, then we look forward to hearing from you.

Candidates must be eligible to live and work in the UK.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students. Due to this collaborative way of working, travel to other trust schools may be required and associated business insurance needed.

**The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

**How to apply:** All documents including the full job description, person specification and application form are available on our website <https://www.huxlow.northants.sch.uk/> Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to Sonya Earby-Martin  
E: [hr@huxlow.northants.sch.uk](mailto:hr@huxlow.northants.sch.uk) T:01933 650496

**Closing date: Monday 4<sup>th</sup> December 09:00 am**

**Applications may be reviewed and shortlisted as they are received. Please apply early to avoid disappointment.**

**Interview date: TBC**

*Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School. KCSIE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.*

# SENDCo Administrator

## Job Description

<b>Role:</b>	SENDCo Administrator
<b>Reports to:</b>	SENDCo
<b>Location:</b>	Huxlow Academy
<b>Contract:</b>	37 hours per week/40 weeks per year
<b>Remuneration:</b>	Grade F – Pts 6-7 FTE £23,893 - £24,294/Actual £20,958 - £21,310

### Job Context

Huxlow Academy is a secondary school located in the East of the county of Northamptonshire. The school has 110 staff and 950 students. The SEND Department has 9 colleagues in it with 3 being teaching staff and 6 teaching assistants. Our SEND numbers are in line with the national average. The majority of the SEND support staff provide in class support.

### Key responsibilities

- To provide comprehensive administrative support to the SENDCo, including acting as PA and being an effective link with outside agencies.
- Work with the SENDCo and outside agencies to contribute to and produce the relevant educational and factual reports including annual reviews, round robins, pupil passports etc.
- To manage the administration/organisation of special exam arrangements for SEN students including coordination with the Exams Assessment Team.

### Specific Responsibilities

#### **PA to SENDCo**

- To provide an effective and efficient confidential typing and admin service for the SENDCo.
- To be proactive in informing the SENDCO of any statutory deadlines which need to be sent to external agencies.
- Providing timely and accurate invitations, minute taking and typing service for the SENDCo and Senior Assistant Headteacher, attending any/all meetings, inside and outside of school, (including Annual Reviews, TAFs, EHA, Child Protection, CIC and others) as directed.
- Managing the SENDCO's, Assistant SENDCo diary.
- Acting as a first point of enquiry for messages from outside agencies and parents/carers via Telephone, E-Mail, postal etc. for the SENDCO, endeavouring to deal with the issue in the first instance.
- Keeping the department calendar updated as needed.
- Liaise with the SENDCO and the Academy's Teaching Assistants daily to delegate the work of the department and organise timetables and cover for students where there is absence.
- To co-operate and liaise with a wide range of other professionals both within the Academy and outside and with parents. It also sometimes involves direct work with students.

## Reporting

- Collecting and manipulating data as required by the SENDCO e.g., Annual Reviews, round robins, pupil passports and provision mapping (managing Edukey – training can be given for this).
- Holding accurate files and keeping them organised and up to date.
- Sending out/chasing referral paperwork as needed
- Informing teaching staff of absence of department staff and resultant changes to timetables every morning.
- Checking absence data for EHCP/CIC students and reporting to the SENDCO
- Attending morning staff briefings where needed.
- Updating SIMS with relevant information, collating CAT scores and other relevant data for SEND students as directed by the SENDCO.

## Exam Arrangements

- Managing the GL suite and organising screening tools for students as directed by the SENDCO.
- Take a lead on the Access arrangements for SEND students with regards all aspects of special exam considerations. Lead on operational arrangements including schedules of testing throughout the academic year, and work with the Exams Assessment Team to ensure effective coordination of resources.
- Establish and communicate with staff re: the identification of SEN students with regards to access arrangements. Inform staff on outcome of testing process and ensure all records are effectively managed and accurate in line with the DDA.
- Communicate with parents with regards outcomes of testing for exam considerations for students and respond to enquiries as appropriate.
- Ensure correct access arrangements are entered correctly online following AQA procedures so that deadlines are met and updated, as necessary. Keep comprehensive records of students' special arrangements in line with appropriate regulations. Maintain comprehensive archived records to facilitate effective information sharing with Higher Education placements.

## General

- Contribute to the whole Academy ethos, environment and organisation, both practically and as a positive role model for pupils and colleagues, and act as an ambassador for the Academy with a desire to raise standards and attainment.
- Build and maintain positive and constructive relationships with students, parents, carers and colleagues to maximise students' development and maintaining the overall ethos of the Academy.
- Always maintain confidentiality.
- Support all general college activities and undertake any other duties as determined by the Headteacher to enhance the efficiency and effectiveness of the support staff teams.
- Arrange and provide training sessions for staff and budget holders on financial processes and systems.
- Attend training sessions and meetings as required.
- Undertake other duties as reasonably requested by senior colleagues commensurate with pay and responsibility of the role.

*The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonable be expected within the scope and grading of the post.*

*Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities. Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.*

*It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.*

# SENDCo Administrator

## Person Specification

	ESSENTIAL	DESIRABLE
<b>PRE-EMPLOYMENT CHECKS</b>		
Criminal Records	*	
Enhanced Disclosure and Barring	*	
Proof of identity	*	
Medical Questionnaire	*	
Satisfactory References	*	
<b>QUALIFICATIONS/TRAINING</b>		
GCSE English and Mathematics (Grade A-C) or equivalent	*	
Willing to undertake all relevant training as requested	*	
<b>EXPERIENCE</b>		
Proven experience of working in a similar administrative role	*	
Previous experience of working in a school		*
An understanding of SEND procedures		*
Experience of SIMS and associated packages		*
Proven administrative competence with the ability to co-ordinate a variety of tasks	*	
An understanding and commitment to data protection, security and confidentiality	*	
<b>COMPETENCIES</b>		
Punctual and reliable	*	
Effective time management and organisational skills	*	
Excellent interpersonal skills with the ability to maintain confidentiality	*	
Good ICT skills in Microsoft Office/Google	*	
Strong communication skills – able to interact with people throughout the Academy and Trust	*	
<b>PERSONAL ATTRIBUTES</b>		
Initiative and ability to prioritise work	*	
Attention to details	*	
Collaborative, positive and helpful approach	*	
Diplomatic and patient response	*	
Flexibility, to meet needs of the Academy and Trust	*	
Commitment to the Academy's ethos, aims and it's whole community	*	
Is committed to and meets all the requirements for safeguarding children	*	

# Why Join Huxlow Academy?

## Letter from the Headteacher

Dear Candidate

Thank you for your interest in the role of SENDCo Administrator at Huxlow Academy. We trust this application pack provides you with an insight into life at our school and encourages you to apply for the role.

We are incredibly proud of our school, a medium-sized Secondary Academy (11-18), located in Irthlingborough, East Northamptonshire. As a fully inclusive school our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

I believe that every student and staff member that walks through the doors of Huxlow is a valuable member of our community, and we work hard to ensure they are welcomed, supported, and challenged to be the best version of themselves that they can be.

We are in an exciting new phase in the history of Huxlow and place a pursuit of excellence at the core of everything we do. This is underpinned by our core values of Respect, Ambition and pride. I hope that you feel inspired to aim high and come and join us as we strive to make Huxlow even better.

We place an emphasis on ambition and respect for each other and working together to ensure that our community is constantly developing. Huxlow students are exceptional, staff go the extra mile, and we are dedicated to Professional Learning and Development.

At Huxlow Academy we aim to create a learning environment that supports excellence, risk taking and innovation, stretching student understanding and ensuring that lessons are interesting and inspiring. Our teachers engage in regular professional development, keeping up to date with the latest evidence-informed research to help students learn effectively. Our teaching and learning programmes enable teachers to develop their individual strengths. Staff are encouraged to plan together, developing schemes of learning that keep students engaged. We have a well-developed online learning platform using Office 365, Google and Go4Schools which allows students to emerge as independent learners and parents to support their child's learning from home. Collaborating with schools across the Tove Learning Trust and beyond ensures our staff are at the forefront of educational thinking and practice.

Please explore our website, the recent Headteacher's letters section and our social media, to gain a flavour of what it means to be part of the Huxlow Academy community. We hope you are as impressed by our school as we are. I look forward to receiving your application should you decide you want to be a part of the proud Huxlow team.

Please contact the school if you have any questions or require any further information.



Paul Letch  
Headteacher

# Huxlow Academy Information

## The Curriculum

Our Key Stage 4 programme aims to develop deeper understanding and mastery of subjects at GCSE, in order to achieve the highest outcomes and to aspire for every student to reach their potential.

Our ambitious curriculum is designed to deliver our vision of “Thriving Through Excellence.” This means we offer a perfect balance of academic learning, personal development, and enrichment.

All teaching and learning is designed to meet our high expectations and aspirations with a clear focus on sharing knowledge and developing lifelong skills. Every child is pushed to do the very best they can do, whilst taking account of every individual’s needs.



Our Key Stage 4 programme is extended over 3 years to develop deeper understanding and mastery of subjects at GCSE, in order to achieve the highest outcomes and to aspire for every student to reach their potential.

- All students study English, Mathematics, Science, Religious Studies, Physical Education and French
- At Key Stage 3 (Years 7 & 8) students also study Technology, Geography, History, Music, and Drama
- At Key Stage 4 (Years 9, 10 & 11) alongside our core subjects students make a number of option choices from the range of other subjects including Psychology, iMedia, Sociology, Photography, Dance and Business Studies.

All of this is supplemented by a rich programme of enrichment, curriculum themes and extra-curricular activities.

Our excellent Key Stage 5 provision is delivered alongside our fellow Tove Learning Trust partner, Rushden Academy, as part of The East Northamptonshire School (TENC). Our joint provision has one of the most comprehensive choice of subjects in the county, consisting of over 20 A Level courses and additional BTEC Level 3 courses. Please visit [www.tenconline.co.uk](http://www.tenconline.co.uk) for more details.



# Huxlow Academy Information

## Extra-Curricular and Enrichment

At Huxlow Academy there is a strong commitment from staff to offer our students an inclusive and enriching educational experience, both within the curriculum and through a wide range of extracurricular opportunities.

An exciting array of clubs, activities and trips provide a springboard for developing key life skills. There really is something for everyone! Inspiration is achieved through our many day and residential trips.



We also offer many highly popular and enriching residential trips and experiences.

These include:

- Duke of Edinburgh expeditions
- Normandy/ Paris/ Holland – Cultural trips
- Austria Ski Trip
- Uganda - International Youth Conference.
- Cornwall
- London

Students have the opportunity to visit places of interest in the UK, including theatres, university campuses, science conventions and careers establishments. They are able to experience visiting speakers, authors, and theatre groups during their time at Huxlow. We are also extremely proud of our sporting achievements. Huxlow students have repeatedly achieved excellent results at District, County and National level. Many team and individual sports are run as clubs and activities by our motivated and competitive Physical Education team.

