



SEN ADMINISTRATION ASSISTANT
NORTHALLERTON SCHOOL & SIXTH
FORM COLLEGE

Application Pack

Welcome from the Headteacher

October 21

Dear colleague

Thank you for your interest in the SEN Administration Assistant post at Northallerton School and Sixth Form College. It is an exciting time for the school as we became part of the Areté Learning Trust in 2019. I am looking forward to working with the whole community as we strive for even greater success for all our young people. By working together we can ensure that all students enjoy their time at this school, make excellent progress and leave us with the necessary skills and attitudes to lead successful and fulfilling lives.

We wish to recruit a highly effective SEN Administration Assistant to play a key role in the further development of our school and trust. You should be passionate and knowledgeable, be focused on making a difference for young people, and be driven to ensure the very best standards of teaching and learning support for staff and students alike.

If you are interested in submitting an application, please highlight the ways in which your abilities and experience make you a suitable candidate for this post. The closing date for applications is **9am on Monday 18th October 2021**

I look forward to reading your application and to welcoming you to Northallerton School & Sixth Form College. If you would like to talk more about the role please contact my PA, Louise Bramley, on bramley.l@northalletonschool.org.uk.

Yours sincerely



Vicki Rahn
Head of School
Northallerton School & Sixth Form College

Job Description for:	SEN Administration Assistant
Responsible to:	SENCO
Hours/ weeks:	30 hours per week, term time only including training days
Contract:	Fixed term until 31.08.22
Salary:	Grade: C, points 2 – 4 (actual salary £12,536 to £13,042)

Job purpose:

- to provide general administrative and clerical support to the school SEND and inclusion teams.

Key responsibilities and Duties

- provide general administrative and clerical duties as required, to include making or answering phone calls, photocopying, texting or emailing school communication to parents and all stakeholders as required.
- produce reports and spreadsheets from the MIS and other systems as required.
- to undertake a variety of tasks that relate to student's learning, including collating information from teaching staff, collating information from student assessments and using templates to present this information to parents, staff and external agencies.
- to assist with the administration of exams access arrangements, including filing and collating evidence for students, maintaining records of access arrangements and uploading student arrangements to the Access Arrangements Online website.
- to assist the SENCO with the EHCP process including gathering reports and information from staff, students, parents and external agencies and the completion of Local Authority paperwork.
- to assist the SENCO with all aspects of running the SEN team including managing the timetables and allocations of teaching assistant colleagues, collating requests for support from teaching staff and keeping staff and student timetables up to date.
- to assist with the administration of student interventions, maintaining records of student attendance and progress at interventions and communicating with parents.
- to maintain the student medical needs register, updating information as needed and liaising with parents and medical professionals to ensure that information is kept up to date and that staff are kept aware of medical needs.
- to be a first aider for the school, assist with sick or injured students and staff, administer medication (where required), and liaise with the emergency services and parents where third party assistance is required.
- undertake any other duties and responsibilities consistent with the nature, level and grade of the post.

Individuals in this role are also required to undertake the following:

- to promote actively the Academy's policies
- to engage in continued professional development
- to comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate

All school staff expectations:

- work towards and support the school vision and the current school objectives outlined in the School Development Plan;
- support and contribute to the school's responsibility to safeguarding students;
- work within the school's health and safety policy to safe working environments for staff, students and visitors;
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;
- engage actively in the performance review process;
- undertake other reasonable duties related to the job purpose required from time to time. This may include supporting break / lunch duties, parents evenings, extra-curricular activities, such as performing arts productions and off-site educational visits.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this does not constitute a jobs list and the successful candidate will be expected to undertake duties commensurate with her/his role.

Areté Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including an enhanced DBS

SEN Administration Assistant – Person Specification

Qualities and Attributes	
Knowledge	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Knowledge of administration and office systems 	<ul style="list-style-type: none"> Knowledge of Special Educational Needs processes
Experience	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Clerical or administrative experience Experience of working with Microsoft Office 	<ul style="list-style-type: none"> Experience of working with students with Special Educational Needs
Occupational Skills	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Computer literate Good interpersonal and communication skills Good numeracy and literacy skills Judgemental skills Ability to work to deadlines 	
Qualifications	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Literacy & numeracy qualification e.g. Level 2 qualification or equivalent 	<ul style="list-style-type: none"> CLAIT Plus, ECDL or Level 2 Word Processing Willingness to gain appropriate first aid training
Personal Qualities	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Attention to detail, neatness and accuracy Organisational skills Ability to work successfully in a team Confidentiality 	
Other Requirements	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> To be committed to the school's policy and ethos. To be committed to Continual Professional Development. Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Enhanced DBS clearance required 	
Equal Opportunities	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> To assist in ensuring that Arété Learning Trust's equalities policies are considered within the school's working practices in terms of both employment and service delivery. 	

APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST

IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

How to apply

Please forward your completed application form to the following email address: recruitment@aretelearningtrust.org stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is **9am Monday 18th October 2021**

APPLICATION FOR POST OF: SEN ADMINISTRATION ASSISTANT AT NORTHALLERTON SCHOOL AND SIXTH FORM COLLEGE

Please write in black ink or type. Do not include a CV.

This application form has been designed to exclude information that might lead to discrimination.

SECTION 1 - PERSONAL DETAILS			
Title:		First forename:	
Other forename:		Surname:	
Former Surname:		Other names:	
Address line:			
Town:		County:	
Postcode:		Country:	
Home Phone No:		Resident at this address since (Date):	
Mobile Number:		Work Number:	
Email Address:			

Please note correspondence regarding your application may be sent to your e-mail and/or postal address. If you have not heard from us within 21 days of the closing date, please assume your application has not been shortlisted. You are welcome to ring the school to ask for feedback to assist you in any future applications.

SECTION 2 - PERSONAL DETAILS CONTINUED	
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide details:	
If you are successful in your application would you require a work permit prior to taking up employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please specify dates:	Date (MM/YY) From: <input type="text"/> Date (MM/YY) To: <input type="text"/>
Have you ever lived and/or worked outside of the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide details:	
Do you hold a Certificate of Good Conduct for your time spent abroad?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide the date of issue.	Date: <input type="text"/>

Insert your National Insurance Number:

--	--	--	--	--	--	--	--	--	--

SECTION 3 – SOURCE OF APPLICATION

SECTION 7 – MEMBERSHIP OF PROFESSIONAL BODIES

Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

SECTION 8 – REGISTERED COUNCILS

Are you registered with the Institute for Learning?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes, please provide your Registration number:	

Teaching Roles only:

Teacher Reference Number:	
Current salary point:	
Date QTS awarded:	
Induction period completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered Yes, please confirm the date:	
If you have answered No, please select the appropriate option:	Not yet started <input type="checkbox"/> Stage 1 completed <input type="checkbox"/> Stage 2 completed <input type="checkbox"/>

SECTION 9 – PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer:	
Local Education Authority:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Grade:
Number on roll (<i>teaching roles only</i>):	Age Range (<i>teaching roles only</i>)
Date of appointment (Month/YYYY):	Salary:
Notice Required () Weeks:	Telephone number:
Leave date (if applicable- Month/YYYY):	Reason for leaving (if applicable):
Summary of current job role; duties and responsibilities:	

--

SECTION 10 – PREVIOUS EMPLOYMENT

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

Name of Employer :	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable)
Name of Employer:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY)	Reason of leaving (if applicable)

Name of Employer	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	

Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):

Name of Employer	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):
Please provide details for any gaps in your employment history when you have not been in education, training or employment.	
Please list dates and the reason (i.e. Travel, Parental leave etc)	
Gaps in employment (including dates)	

SECTION 11 – REFERENCES

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed).

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please note your second referee should ideally be a previous line manager or someone in a position of authority.

SECTION 12 – REFERENCE

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:

Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 13 – DECLARATIONS AND CONSENTS

Do you consider yourself to have a disability:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event.	
Are you related to any member or employee of Areté Learning Trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered Yes, please provide details.	
I understand that canvassing of any staff members, governors or directors of Areté Learning Trust in connection with this appointment will disqualify me.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following, including any investigations or actions taken by your professional body:

Capability/Performance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
Disciplinary	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
Are there any dates when you would not be available for interview in the near future?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details	
Please state the date on which you could take up duty if appointed.	
I declare that the information contained in this application form is correct and understand that the trust	Yes <input type="checkbox"/> No <input type="checkbox"/>

will request to see proof of qualifications at the time of interview.	
I consent to Areté Learning Trust recording and processing the information detailed in this application. The trust will comply with their obligation under the Data Protection Act 2018.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence/received a caution, reprimand or warning?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups.

As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any ‘spent’ and ‘unspent’ convictions. If you answered Yes to this question, please provide details below.

What was the date of the conviction(s)?	(DD/MM/YY)

SECTION 14 – SUPPORTING EVIDENCE WHICH SHOULD INCLUDE RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS

--

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Signature: Date:

SECTION 15 – EQUAL OPPORTUNITIES MONITORING

Areté Learning Trust is committed to equality in employment. The trust’s aim is to ensure equality for all existing and prospective employees. In line with this, the Trust is required to publish work force data.

In order to assist the trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Prefer not to disclose <input type="checkbox"/>
Ethnic group	White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Other <input type="checkbox"/> White and Black <input type="checkbox"/> Mixed: Mixed: White and Black African <input type="checkbox"/> Mixed: White and Asian <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Asian or Asian British: Indian <input type="checkbox"/>	Asian or Asian British: Pakistani <input type="checkbox"/> Asian or Asian British: Bangladeshi <input type="checkbox"/> Asian or Asian British: Other Asian <input type="checkbox"/> Black or Black British: Caribbean <input type="checkbox"/> Black or Black British: African <input type="checkbox"/> Black or Black British: Other Black <input type="checkbox"/> Chinese or Other Ethnic Group <input type="checkbox"/> Other <input type="checkbox"/>	
If Other please specify			