



# Careers at SHARE Multi- Academy Trust

**Administration Officer - SEN**

**Royds Hall, A SHARE Academy**

**Application Pack**



*Valuing People, Supporting Personal Best*

Welcome to SHARE Multi-Academy Trust, a supportive and close-knit family partnership of eight academies across West Yorkshire, and a Teaching School Hub.



At SHARE, we are committed to delivering strong educational standards within our academies and providing our people with excellent careers. This is all underpinned by an unwavering commitment to our vision of *Valuing People, and Supporting Personal Best.*

I believe our role as educators is to help children and young adults to instil a desire to learn, to overcome barriers to success, and to encourage an ambition to achieve. To reach this standard, we must first deliver for our people and ensure they feel valued, listened to and have a strong sense of belonging. In turn, our colleagues, pupils, and society all benefit enormously.

Two of our guiding principles are that 'quality is our driving force', and 'teams drive success'. We know that recruiting and retaining an outstanding workforce is fundamental to achieving our aims. We therefore make it our mission to ensure every colleague within the trust has access to exceptional training and personal development opportunities, alongside a positive teaching environment, clear and ambitious progression pathways, and highly competitive packages.

We are also committed to sharing best practice across our trust, creating networks for colleagues to learn from one another, and fostering a learning environment and workplace where everyone feels supported and inspired, and can truly thrive. As a result, we are proud to be an employer of choice.

Thank you for your interest in our academies and trust. I hope you will consider joining us as we continue to deliver the very best education for our pupils. Whether you are an education practitioner looking to start your journey, or an established professional wanting to bolster your career – we look forward to working together soon.

**John McNally**

Chief Executive Officer  
SHARE Multi-Academy Trust

*We must first deliver for our people and ensure they feel valued.*

Quality is our driving force



Teams drive success



*We are proud to be an employer of choice.*

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# About our Trust

SHARE Multi-Academy Trust was first established in 2014, and since then, we have built a solid reputation for high standards and strong achievements.

We operate four successful primary academies and four high-performing secondary academies across the region. Our outstanding provision is supported by our Calderdale and Kirklees Teaching School Hub and national training accreditations, which enable us to deliver exemplary training and development opportunities for education practitioners at every stage of their career, from initial training to executive leadership.

Our academies achieve excellent outcomes across the board. This includes academic attainment and school improvement, as well as maintaining exceptionally high standards in all aspects of school life including behaviour and attendance.

As a result of the trust's supportive and inclusive approach, senior leaders invest significant time in supporting positive pupil behaviour and attendance. Our pupils attend well and are positive about learning. In turn, this creates a positive and respectful teaching and learning environment for staff, with teachers able to focus on delivering an excellent education to students without distraction, and with a manageable workload.

## Whilst being close-knit, we are ambitious for the future.

We are always looking for additional ways to expand our positive impact, be that by working with new schools on exciting initiatives, or by collaborating with our talented team of staff.

Our aim has long been to be the best trust, not the biggest. Our priority for the future is to keep improving standards, building on our successes, and raising aspirations so we can support even more pupils to achieve even better outcomes.



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**Behaviour is excellent, and there are high levels of mutual respect and tolerance amongst pupils and staff.**

*Ofsted, 2023\**

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\*2023 Ofsted report for Thornhill Community Academy, A SHARE Academy

# Your Career at SHARE

**Our vision of ‘Valuing People, Supporting Personal Best’ underpins everything we do. Central to our work and ability to deliver a transformational education, is our dedication to developing our greatest asset, our staff.**

That is why we have an outstanding pledge to teachers and support staff to provide professional development and training opportunities, particularly through our Teaching School Hub. We are committed to investing in our staff, ensuring that they have fulfilling careers and enjoy their jobs every day. This is fundamental to our ability to turn academies around and deliver the very best education to pupils.

***We offer a competitive package to all our colleagues.***

We have committed to offering our colleagues pay and conditions that are at least as good as those available to colleagues in maintained schools. In practice, we often exceed them. We continue to contribute to the generous Teachers and Local Government Pension Schemes and at least match pay awards agreed or recommended by the Local Government Association and School Teachers’ Pay and Review Body. We use the flexibilities available to us as an academy to enhance our offers where we can.

As well as two generous pension schemes, we also offer employee assistance and wellbeing packages; and flexible and family-friendly policies, such as flexible working, shared parental leave and enhanced maternity, paternity, and adoption entitlement, giving colleagues the control and freedom to work in a way that suits their needs. We offer incremental progression and cost-of-living pay increases, subscribe to local and national discount schemes, and provide exceptional onsite catering facilities.



**We work as a collective group of professionals to achieve common goals. Watching new teachers and leaders become established in their roles gives me an immense sense of professional pride, as they help our pupils to achieve excellent outcomes.**

**Jack Wyatt**

*Associate Principal  
Shelley College*



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# Our Shared Vision and Mission

## Our Mission

We believe education is all about people. Our success is measured in how we help our pupils. We can only attain this success by employing talented, committed staff, and working in partnership with our whole academy communities.

Our mission means we endeavour to ensure every one of our pupils and members of staff enjoy coming to our academies, and that all of us try our very best in everything we do. We help everybody, regardless of background or starting point, to gain the knowledge, skills, and habits that lead to happy and successful lives, both now and in the future.

## Our Vision

We want to transform education for the better, raising aspirations in diverse communities, increasing knowledge, and developing the skills that children and young people need to make their lives rewarding and successful.

Our vision is for our teachers and staff to continue to choose our academies and our trust as a working environment where, through our high-quality training and progression pathways, they can achieve their career aspirations. Our academies will be the first choice for parents because we provide a safe and nurturing environment, with excellent academic standards and a wealth of opportunities. Our trust will continue to be a well-regarded family network where other schools choose to join us, benefiting from strong support services, collaboration, and best practice sharing.

**“ We live by our vision of 'Valuing people, Supporting personal best', bringing this to life in everything we do. We are all part of a family that has high expectations and a strong moral compass ”**

**Jenny Carr**  
*Executive Principal and  
Headteacher, Royds Hall*

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# Our Guiding Principles



We have a clear and ambitious strategy as a trust, so that we can ensure we collectively fulfil our overarching vision and mission. This is built upon our guiding principles, with distinct goals and objectives linked to accountability and performance measures.



# Academies



Our secondary academies



Our primary academies

Click below to select the location of the vacancy you are interested in to find out more.



*\*Most recent Ofsted prior to academisation in 2022*

# Our Outcomes

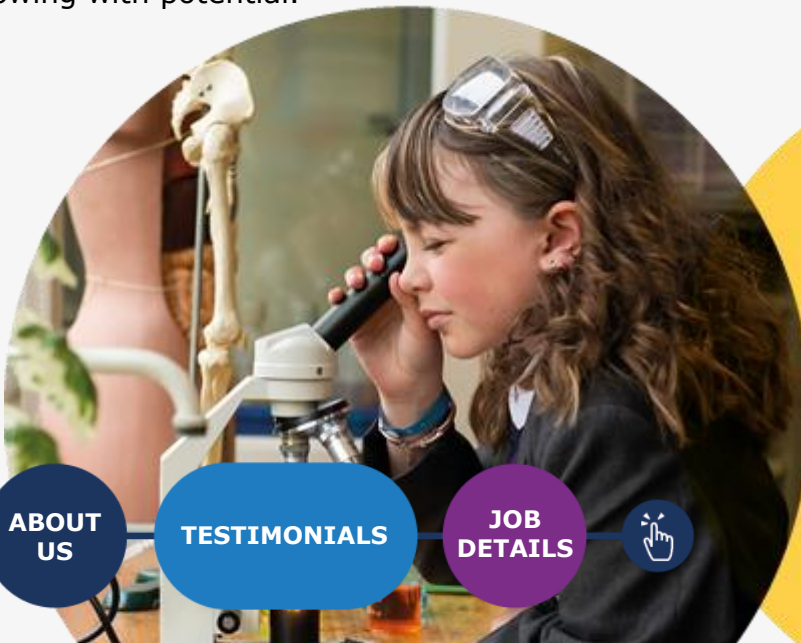
**At SHARE, we are proud of the high standards and expectations we set and uphold, across the board. Consequently, we consistently surpass both national and regional school results. Our academies consistently secure excellent academic outcomes, with achievement levels being amongst the highest in our region.**

Supported by robust, well-resourced, and accountable improvement plans, we have a proven track record of significantly improving our academies, as reflected in national performance measures and our strong Ofsted outcomes.

Through our broad curriculum, first-class careers education and guidance, and our wide-ranging enrichment offer, we successfully prepare our young people for life beyond the classroom. We ensure no child is left behind, and do so by fostering a safe, inclusive, and nurturing environment where all barriers can be overcome.

***We remain committed to developing our staff, who are our greatest asset in achieving our mission.***

Alongside our successful Teaching School Hub and training accreditations, we take great pride in one another's individual successes. Many of our most senior leaders have progressed through the routes. That includes the countless colleagues who have enjoyed varied, rewarding, and long careers with our academies and trust, as well as those who are just starting on their journey and are glowing with potential.



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# What our colleagues say



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Since joining SHARE as an RQT, the trust has always supported me in my career, giving me ample opportunity to develop and demonstrate my skills, whether through official training courses such as the National Professional Qualification (NPQ) or by offering opportunities to deliver CPD and build leadership skills.

My career progression at SHARE has been rapid thanks to the encouragement of leaders. With every role I have applied for, or training opportunity considered, leaders have always been approachable, supportive, and encouraged these conversations.

There are regular opportunities within the trust to try new things and gain experience in areas that interest us. **I am really glad I joined Share MAT because the culture of recognition, support, and celebration gave me the confidence I needed to chase my career goals.**

**Lewis Day**

*Trust Improvement Leader (Personal Development); PSHE Leader; Teacher of English at Shelley College*

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The care and support that has been provided during my time with the trust has not only allowed me to help make a difference to young people's lives but it has **enabled me to excel in a fantastic career and in a role which is so fulfilling.** It has been life changing!

**Melanie Delaney-Hudson**

*Assistant Headteacher (SEND and Inclusion), Thornhill Community Academy*

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# What our colleagues say



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Alongside being part of the central trust team, **I enjoy getting the chance to meet and work with other colleagues across the trust.** I started as an apprentice and every year SHARE has helped me to progress further, either by supporting me with professional development in the form of external or internal training, which constantly bridges the gap to progress onto the next level when the opportunity arises.

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**Kieran Miller-Walker**  
*Finance Officer, SHARE  
Multi-Academy Trust*



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**As Phase Leader, I am pleased to be able to support other teachers with passion and excitement to help them lay the foundations that mean pupils thrive throughout their educational journey.**

Being a part of the Share MAT family, means there is always a vast amount of knowledge, guidance and support available. The trust annual training day on the first day back really makes you feel like part of a team, with common goals to provide a unique learning journey for all children.

**Ben Modeste**  
*Phase Leader of Lower Key Stage 2,  
Luck Lane Primary School*

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# First-class careers, through bespoke training and support

**Our success as a trust depends entirely on our colleagues who are the bedrock of all we do. That's why we're determined to recruit and retain the best staff by offering first-class training and support, alongside highly competitive packages.**

Across the trust, we pledge to deliver outstanding professional development and training opportunities that are bespoke for our teaching and support staff. We support colleagues through ongoing training, coaching, and mentoring using the latest evidence-based research, to strengthen their expertise.

Alongside career pathways carved out for our support staff, we similarly offer a variety of progression and promotion routes for teachers. In addition to the traditional progression journey, we deliver a full suite of specialist and leadership National Professional Qualifications (NPQs), offer Lead Practitioner positions for those with classroom-based preferences, alongside middle and senior leadership training programmes for new and aspiring leaders. With additional development opportunities for staff including research projects, subject enhancement training, and access to The National College online development platform, we are dedicated to supporting our staff to develop and grow as educators.

We also champion cross-trust collaboration and best practice sharing, maximising the opportunities and expertise available across our schools. All colleagues are encouraged to meet regularly, including through various forums where they can discuss ideas, and share experiences and resources.

We are committed to protecting our staff's wellbeing by providing the support, guidance, and training needed to achieve the highest standards they are capable of.

*Just as we encourage our pupils to achieve their personal best, we want the same for our staff, with colleagues having their own personal development plans.*



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# Endless opportunities through our **Teaching School Hub and Training Accreditations**



**Our commitment to professional development and raising opportunities and aspirations in the communities we serve and beyond, is best reflected through our Teaching School Hub and Training Accreditations.**

We are immensely proud to be the Teaching School Hub for Calderdale and Kirklees, enabling us to connect with, shape, and inspire teachers and practitioners of the future.

Through our Teaching School Hub and training platforms, we induct Early Career Teachers (ECTs) into the profession through an outstanding Initial Teacher Training programme. All our academies similarly play an important role in supporting trainee teacher placements through the Hub and with other local trainee teacher providers. We also offer a full suite of specialist and leadership NPQs through the Hub, including for staff themselves to facilitate Early Career and NPQ frameworks.

Since its launch, we are delighted that 1,000 new teachers have progressed or are progressing through our Early Careers Framework Course, with over 600 studying NPQs. We also continue to provide the Appropriate Body Service for nearly 500 new teachers.

Having the Hub as a central part of our trust family means it continually informs our approach to staff development and how we can enhance our training based on learnings and insights. It has also shaped our approach in recognising that development is a long-term, meaningful investment in our colleagues and therefore our pupils.

*Since the launch of the hub...*

**1,000 teachers**  
have progressed or are progressing through  
the **Early Career Framework**

**600 teachers**  
are studying  
**NPQs**

**500 teachers**  
using our  
**Appropriate Body Service**

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## JOB ADVERT

### Job title:

**Administration Officer - SEN**

### Academy:

**Royds Hall, A SHARE Academy**

### Headteacher:

**Jenny Carr, Executive Headteacher**

### Section:

**Administration**

### Reporting to:

**SENCO**

### Contract type:

**Permanent**

### Time commitment:

37 hours per week – Term time plus 1 day

### Band/Range:

Band E – Scale Point 12 -17

### Further salary information:

Salary range £23,660 to £25,666 (actual salary for hours and working weeks)



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## JOB ADVERT

### *Academy information:*

Rated Good by Ofsted in 2023, Royd's Hall is a small secondary academy with a positive attitude to learning and a curriculum that is ambitious for all and well-sequenced. Staff are central to the academy's vision of 'Valuing People, Supporting Personal Best', and the academy offers a supportive and inclusive working environment where colleagues can make a difference every single day.

Royd's Hall is one of eight academies within the well-regarded and high-performing SHARE Multi-Academy Trust. It is situated within a close-knit, diverse community, and is in good commuting distance from Leeds, Huddersfield, and Wakefield. The academy is proud to offer:

- A supportive and ambitious environment where all students are encouraged to go beyond what they think they can achieve and to enjoy learning, helping them to lead successful, healthy and happy lives
- A vibrant place to work which equips staff to deliver their best every day, under the strong belief that Valuing People, Supporting Personal Best is the key
- A commitment that staff are happy, engaged and well supported at work, taking pride in students' attendance, behaviour, progress and development as well as their own
- Excellent training and guidance relevant to individual job roles, so expectations are understood and staff are motivated
- Great benefits, as an employer of choice, including outstanding CPD, supportive line management, and meaningful networking opportunities across the trust to aid personal development
- Supportive leadership, encouraging healthy work-life balance
- A high-quality teaching and learning environment, alongside good facilities
- A culture where children are happy, settled and confident, accessing a broad and balanced curriculum which provides a memorable educational experience for pupils and staff.

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## JOB ADVERT

### *We are looking to recruit:*

An exciting opportunity has arisen to work in school within the SEN team. You will provide comprehensive administrative support to the additional needs and Additional Resourced Provision team, including maintain and storing confidential electronic records. This is a fulfilling role which makes a real impact, enabling children to access the education they are entitled to.

We are looking for someone who is eager to take the next step in their career.

Role-specific training will be provided.

### *The ideal candidate will:*

- Have at least two years' administration experience.
- Be qualified in GCSE English Language and Mathematics (Grade 4/C).
- Have the ability to prioritise to ensure that deadlines are met, whilst working under pressure.

### *For more information, get in touch with:*

Rebecca Corcoran, PA to Headteacher at [royds.recruitment@sharemat.co.uk](mailto:royds.recruitment@sharemat.co.uk)

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## JOB DESCRIPTION

### *Overall purpose of the role:*

Working closely with the SENCO, you will be responsible for providing organisational and professional administrative support to the additional needs and Additional Resourced Provision teams. This will include liaising with students, parents and other external agencies.

You will also work closely with the SENCO, Teacher in Charge of the Additional Resourced Provision, Exams Officer, SEN department and teaching staff to ensure that appropriate exam access arrangements are in place for public and internal examinations.

In addition to ensuring that the school's record-keeping and practice is fully compliant with the exam board and JCQ regulations.

### *Safeguarding requirements:*

This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household. Applicants **MUST** complete the MAT's standard application form to be considered, will be required to provide evidence of identity and qualifications and offers of employment will be subject to satisfactory references. For applicants who work or have recently worked in a school, one of the references must be from the Headteacher.

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## JOB DESCRIPTION

### Key Outputs:

1. To provide high quality administrative support to the SENCo and Additional Resourced Provision teams.
2. To manage sensitive and confidential information.
3. To be responsible for updating SEN student records on Arbor and elsewhere, ensuring they are accurate and up to date.
4. To act as a point of contact between all persons and organisations having business with the SENCo, Additional Needs Team and Additional Resourced Provision teams.
5. To ensure all correspondence and communications are accurate and produced to a high standard.
6. To organise internal and external meetings, events and visits, issue meeting agendas, take and publish minutes.
7. To engage with students and parents and deal with matters as they arise daily and to pass on relevant information to other teaching and support staff as required.
8. To be responsible for the preparation and production of Annual Review Documents for all SEN students.
9. To organise and arrange all aspects of the SEN transition days for students and parents.
10. To collect and co-ordinate the completion of paperwork for all students who are eligible for access arrangements.
11. To liaise with students and parents in relation to existing or proposed access arrangements.
12. To develop and improve existing processes and systems relating to access arrangements.
13. To manage the administration of whole school reading testing, inputting and sharing results with all stakeholders.
14. To liaise with Learning Support faculty, Examinations Officer, faculty teaching staff, external professionals (e.g. educational psychologists, CAMHS etc) and other educational settings.
15. To ensure that Joint Council for Qualifications (JCQ) deadlines are met.

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## JOB DESCRIPTION

16. To organise and manage student files, ensuring required evidence is up-to date, in preparation for JCQ inspection.
17. To coordinate screening programmes to inform the SENCo and specialist assessor of students requiring further specialist investigation.
18. To coordinate inspection visits for exam access arrangements ensuring all documents are available and in order.
19. To assist in the production and updating of school documents, publications and handbooks under the supervision of the appropriate member of staff.
20. To collate and distribute incoming mail and messages and process outgoing communication.
21. To operate photocopiers, industrial printers, and other reprographic equipment; producing, collating and distributing work as required.
22. To maintain the highest professional standards in relation to staff, students, parents and carers, and external agencies.
23. To provide all parents/carers, students and visitors to the school with relevant support and information on all aspects pertaining to the life of the school.
24. To prepare reports and updates for key stakeholders as required.
25. To maintain efficient and effective office management and filing systems.
26. To ensure full compliance with data protection legislation and regulations for administration.
27. To commit to and work towards our ambition to deliver an outstanding education for children and young people in our schools, taking appropriate action to ensure that your team members do likewise
28. Any other responsibilities commensurate within the requirements for this role or as directed by the SENCO/Headteacher and flexibility to support colleagues across the school.
29. As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards Safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

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## JOB DESCRIPTION

### *Dimensions:*

- Range of Teachers / Support Staff approx. – Approximately 850
- Number of sites – one.

### *Work/Business contacts:*

Internal: All teachers and support staff, trainees.

External: Visitors, parents, external agencies and other schools.

## ESSENTIAL

- Two years' administration experience or Level 3 administration qualification.
- Achieved or willing to work towards the Award of Proficiency in Access Arrangement Coordination.
- Demonstrate effective team working and able to develop co-operative working relationships across the school.
- Ability to carry out general administrative duties and to deal with a variety of tasks such as filing, typing, distribution of post, etc.
- Ability to communicate effectively in writing, on the telephone and face to face.
- Diplomatic approach in dealing with difficulty situations.
- Ability to prioritise to ensure that deadlines are met whilst working under pressure.
- Ability to use computer systems to an advanced level, including Microsoft Office and database systems.
- Ability to work on own initiative.
- Ability to maintain strict confidentiality in all matters.
- Willingness to undertake Exam Access Coordinator training.

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## JOB DESCRIPTION

### DESIRABLE

- Experience of working in a school setting
- Willing to work flexibly within scope of overall hours, e.g. occasional evening meetings

### *Expertise in role – After initial and advanced development:*

- Developed an expertise in SEND / Autism administration.
- Developed relationships with key staff across the school and wider organisation.
- Developed relationships with key external contacts
- Delivering an excellent administrative service across the school.

### *Structure/Department Information:*

SENCO - Administrator



## HOW TO APPLY

Please note that CVs will not be accepted. To apply, please complete an application form on the Every Candidate Portal using the application link below.

*Application link:*

<https://candidates.every.education/Vacancies/Details?advertKey=132db515-aac2-4934-a09c-0efea22812e4>

*Closing date:*

**Monday 4<sup>th</sup> November 2024**

*Interview date:*

**TBC**

Share MAT is committed to the Equalities Act 2010 and also to promoting the welfare and safeguarding of children and young people, by adhering to the "Keeping Children Safe in Education" guidance. All staff and volunteers are regularly trained regarding our expectations in keeping our students safe. An enhanced DBS is required for every post. An online search will be undertaken for all shortlisted candidates.



*Ready to start your career with Share MAT?  
Get in touch:*

**Visit**

roydshall.org

**Email**

royds.office@sharemat.co.uk

**Call**

01484 463366

**Address**

Royds Hall, A SHARE Academy  
Luck Lane, Huddersfield, West Yorkshire  
HD3 4HA

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Visit the trust website **[www.sharemat.org](http://www.sharemat.org)**