



Tapton
SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

SEN Administrative Officer

Forge Valley School

Application Pack



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG
Tel: 0114 267 1414 Email: enquiries@taptonttrust.org.uk Web: www.taptonttrust.org.uk

Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.



Contents

1. A message from our CEO

2. About TSAT

3. Our Schools

4. A message from our Headteacher

5. The role

7. The person

8. How to apply



Age 7-9

KING'S COLLEGE
HOSPITAL

ALL
GOT BACK UP AGAIN

Welcome to Tapton School Academy Trust (TSAT) and thank you for your interest in joining our organisation. I am the new Chief Executive Officer and I feel incredibly proud to lead to such a wonderfully diverse group of schools, who have people at their heart. We were established in 2011 and operate a family of schools across Sheffield, offering education from early years to sixth form.

We employ over 900 staff and those people are incredibly important to us. One of our key strategic priorities is to make TSAT a 'great place to work' and we are working hard to achieve that. If you work with us, you will receive best-in-class talent management opportunities, to develop yourself and open doors to a wealth of career opportunities within (and outside of) our trust.

We are mindful the workload challenge currently facing the sector, so are focused on reducing workload and creating conditions where our colleagues have fair work/life balance. To do so, we are investing in technology (such as iPads and AI) and creating aligned curricula and assessments, to save our staff time so they can focus more on the things that really matter.

We are at an exciting crossroads in our journey as a multi-academy trust. If you are passionate about working with young people, and love working collaboratively within a team environment, then we'd love to hear from you. If you want to help shape the future of a modern, transformative group of schools, where excellence, innovation and collaboration thrive, you will find a like-minded group of people at TSAT.

Thank you again for your interest in joining us and the best of luck with your application.

Lee Barber CEO





About TSAT

Since forming in 2011 TSAT has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18.

Collaboration is at the heart of our Trust. Our aspiration, with distributed leadership across TSAT, is to be greater than the sum of our parts.

Our Vision : To realise the life chances and dreams of every child.

Our Mission : To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

Our Values

- A culture of professionalism.
- A focus on nurture as well as achievement.
- Involvement of the family and wider community in everything we do.
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage.
- Mutual support and development.
- The health, well-being and safety of all our people.

Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working.
- Schools collaborate 'in partnership for excellence with TSAT.'
- Each has something to bring to the table and can lead on this.
- Schools retain their identity and are part of something special.
- Differentiated solutions according to support needs.
- Mentoring, coaching, directing.
- A clear [scheme of delegation](#) and decision making to ensure that all our children get the best educational experience.

For further information please visit the Trust website: [TSAT - Home \(taptontrust.org.uk\)](https://www.taptontrust.org.uk)



Our Schools

Our five primary and four secondary schools work in close partnership with the aim of realising the life chances and dreams of every child and becoming an outstanding Trust.

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

Primary Education

Each of our primary schools are Ofsted rated 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

[Primary Education](#)

Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted rated 'Good' or 'Outstanding'

[Secondary Education](#)

Central Services

Our support staff are highly valued and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities
- Finance
- Governance
- HR
- IT
- School Improvement.

A message from our Executive Headteacher



Dale Barrowclough
Executive Headteacher

Thank you for your interest in joining Forge Valley School, a member of the Tapton School Academy Trust.

Our vision is that Forge Valley School is a safe, inclusive learning community where pupils and staff learn and thrive together. Forge Valley's ethos is based upon everyone striving to become their very best.

As a school we believe that ambition and endeavour provide our pupils with the mind-set needed, not only to succeed academically, but in adult life in an ever-changing modern world. Our pupils are encouraged to become independent thinkers, develop foresight and believe that with hard work and resilience, they can achieve their dreams. We are an inclusive school which works hard to provide stimulating learning experiences for all our pupils, who are seen as individuals. We work tirelessly to provide a nurturing environment which protects childhood and prepares for adulthood. Everyone at Forge Valley is part of our community, which is founded on empathy, respect, tolerance and equality.

Success at Forge Valley is not just measured in terms of academic performance. We aim to develop our pupils into reflective, confident, innovative, morally grounded, ambitious and resilient individuals ready to take their part in a dynamic and diverse 21st century.

Thank you again for your interest in joining us and the best of luck with your application.



The Role

SEN Administrative Officer

0.6 FTE – 22.2 Hours Per Week

Grade 5: £29,093 to 31,586 (pro-rata)

Required: ASAP

Forge Valley School is an 11-18 Academy sponsored by Tapton School Academy Trust. We are an Ofsted “Good” school with the ambition and capacity to improve further. The school serves over 1500 pupils and since the school’s reputation goes from strength to strength, the number of pupils at Forge Valley School is expected to rise further.

Our key strength is our staff who are committed to ensuring all pupils become the best they can be. Although we work as a team, we recognise each member of staff as an individual and offer bespoke CPD and support. Above all, we are a team that enjoys working here at Forge Valley School; who are supportive, approachable and ambitious for each other and ourselves.

The SEND Administration Officer will be a key link with the SEND team, preparing and completing complex administrative tasks including, EHCP paperwork and ensuring that information held on record is up to date and accurate. A summary of key information about the role is detailed below:

- Supporting the Exec SENCO and Deputy SENCO
- Work alongside existing SEN Admin Officer
- Preparing EHCP and SEN files
- Liaison with pastoral leaders and teaching staff to gather information
- Minuting meetings as required and completing paperwork within legal timescale
- Liaising with the Exams Officer to communicate special considerations in assessments and external examinations.

A pupil centred, proactive and methodical approach is essential in this key contact role. You will be part of a team who strive to ensure that our pupils are the best they can be and that all barriers to learning are addressed.

Salary Range:	Grade 5 - £29,093 to £31,586 (pro-rata)
Responsible To:	Executive SENCO / Deputy SENCO
Responsible For:	N/A
Hours of Work:	22.2
FTE:	0.6 FTE
Weeks per year:	41
Holidays:	Term-Time
Benefits:	<ul style="list-style-type: none">• South Yorkshire Pension Scheme• Salary Sacrifice Car Scheme• Cycle to Work Scheme• Discounted membership for Westfield Health• Occupational Health• Wellbeing Programme• Continuous CPD and Training• access to an on-site gym which is free to staff members• a modern, £27 million, state of the art working environment

The Person

PERSON SPECIFICATION	E	D
Skills/Abilities		
Ability to manage a demanding workload and a variety of administrative tasks with varying deadlines including taking minutes of meetings	✓	
Ability to build positive relationships with parents and other stakeholders	✓	
Good communication skills, able to clarify and explain instructions verbally and in writing	✓	
Ability to make decisions, manage diaries and manage concerns and complaints	✓	
Able to self-manage as well as work in a team	✓	
Professionally discrete and able to respect confidentiality	✓	
Effective use of ICT - The ability to use Microsoft Office including Word, Excel and PowerPoint	✓	
Ability to analyse data effectively	✓	
Able to contribute to wider school initiatives		✓
Knowledge and Understanding		
Awareness of the difficulties and barriers some students can face in education	✓	
Awareness of safeguarding and child protection practices		✓
Experience		
Previous experience of using MS Office (Excel, Word) and google (mail, drive and calendar) in a busy office setting	✓	
Previous experience of the demands of a busy office environment	✓	
Previous experience of working with Bromcom or other school databases.		✓
Previous experience in preparing EHCP's and SEN files		✓
Previous experience in supporting examinations		✓
Qualifications		
Business Administration qualification (NVQ level 3 or equivalent)		✓
Attributes		
Commitment to an ethos of high standards, personal fulfilment, academic success and to improving the life chances of young people	✓	
A pro-active approach to dealing with issues	✓	
The ability to remain calm under pressure	✓	

Fluency Duty: The ability to converse at ease with members of the public and pupils and provide advice in accurate spoken English is essential for the post.





How to apply

Applications for this role are via the TES website. If you require a paper copy of the application form please contact us at applications@forgevalley.sheffield.sch.uk

The closing date for applications is 13 April 2025 and interviews will be held w/c 21 April 2025.

Safeguarding

TSAT is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

Shortlisted Candidates:

- References will be requested before interview.
- A Criminal Convictions Disclosure Form will be requested at interview.
- Evidence of right to work in the UK will be requested at interview.
- Qualification certificates will be requested at interview.
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview.
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role or to working with children then this may be raised with the candidate at interview and/or we may take advice from the local authority children's services.

Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check.
- Successful candidates will be required to be asked to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts).
- Pre-employment medical screening

Please note: Canvassing of any employee, Trustee or member of the Local Governing Board directly or indirectly is prohibited and your application will be disqualified.

Policies

Our approach to safeguarding and school safeguarding policies can be found on the Trust website: [TSAT - Safeguarding \(taptonttrust.org.uk\)](https://taptonttrust.org.uk)

Equality & Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. [Click Here](#) to access TSAT's Equality and Diversity Statement.

Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies page](#) of our website.



Tapton SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG
Tel: 0114 267 1414 Email: enquiries@taptontrust.org.uk Web: www.taptontrust.org.uk

Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.