

SEN Administrator

Closing Date:

Friday 15 July 2022

Early Applications encouraged



Application Pack



Welcome

As partners in our community, our mission is to provide every child and young person with an enriching and inspiring educational experience, where they can thrive academically and socially, both now and in the future. By being 'Stronger Together' in our educational quality, our parent and community engagement, our investment in our people and our sustainability, we can meet our specific pledges to all of our children, communities and staff.

Our vision is to prepare every North Star Community Trust student for the changing world we live in. A world which is more global, more driven by technology, a world where anything is possible with the right preparation and attitude. That means providing a curriculum and learning experience that reflects the highest academic standards and inspires and enthuses pupils through its creativity and openness to the world around us.

Our children will be able to 'be the change they want to see in the world'. They will be resilient, optimistic, respectful, honest and well-rounded citizens, with a love of learning. At the same time, we are all also members of our communities, places where we find friendship, support and common endeavour. Being at the heart of our communities is a hallmark of North Star Community Trust.

We want our children and young people to have a sense of place, knowing the importance of 'giving back' and the value of community and togetherness to their everyday lives.

As a trust, we will foster a culture that respects diversity and recognises that we are stronger together than we are apart. In pursuing this vision, trustees, staff and governors will model it every day, knowing that each one of us plays a part in making it a reality for every child and young person.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Trust.

Marino Charalambous

Marino Charalambous
Chief Executive Officer



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experience**





Our Schools, Our Community

North Star Community Trust is an educational charity that manages a family of 5 academies in North London, educating some 2,600 pupils.

We are very proud of our families, pupils, students and staff. We hope you will consider becoming a part of our community.



Kingfisher Hall Academy – Enfield

A two-form entry primary academy serving pupils from Nursery through to Year 6.

“Being part of North Star Community Trust is a huge opportunity for schools to support one another, to share what they do well, and to work together to share our very best practice to the benefit of every child in the Trust. We’re all committed to that.”

Mr M Clifford | Headteacher | Kingfisher Hall Academy



Enfield Heights Academy – Enfield

A one-form entry primary academy currently serving pupils from Reception through to year 6.

“Being part of a family of schools is exciting and empowering, as we can learn from each other, while at the same time retaining a good level of autonomy. Shared central services keep costs down and we are able to buy in bulk with the purchasing power of a Trust.”

Mrs J Bacon | Headteacher | Enfield Heights Academy

Woodpecker Hall Academy – Edmonton

A two-form entry primary academy serving pupils from Nursery through to Year 6.

“We are a Trust that has a very strong community ethos. That is what binds the headteachers, the teaching and learning staff, and the schools together – serving our communities and inspiring the children who live at the heart of those communities.”

Ms N Ross | Headteacher | Woodpecker Hall Academy





Heron Hall Academy – Ponders End

Finalists for the Pearson 'Secondary School of the Year' award 2021

A new and growing secondary school, serving pupils from Years 7 through to 11.

"Many of our students come from the Trust's primary schools, which means we know a great deal about them when they join us. Our mission and purpose is clear and supported by all our staff. The Trust approach is having a transformational impact on the lives of these young people."

Mr A Barzey | Headteacher | Heron Hall Academy

Winner for TES School Awards 2022, Headteacher of the Year

North Star Community Trust

Staff Benefits Summary

This is a taxable employee benefit; however, the cost is met by the Trust. Our Scheme provides cover for routine healthcare such as optician checkups, dental treatment, physiotherapy, acupuncture and specialist consultations. This cover includes a range of benefits designed to help support your overall health and wellbeing such as specialist scans. The North Star Wellbeing Scheme gives access to a virtual GP service, GP Anytime which is provided 24 /7, 365 days a year. In addition to tax-free cover for you, the North Star Wellbeing Scheme also covers your dependants up to the age of 18 years old. There is no extra cost to add child dependants. Our scheme also gives you the option of upgrading your level of cover or adding a partner at an additional cost.

Dental

Covers items such as check-ups, braces, dentures, crowns, bridges, white fillings, veneers and teeth whitening. Also covers a practice's dental plan premiums.

Optical

Cashback on eye tests, prescription glasses, sunglasses, laser eye surgery and contact lenses.

Chiropody

Covers items such as gait analysis assessments and podiatry treatments.

Prescriptions

Covers NHS prescriptions charges or the NHS cash equivalent for private prescription treatments.

Health & Wellbeing

Covers 22 alternative therapies including allergy testing, cognitive behavioural therapy, counselling fees, hypnotherapy and sports massage.

Health Screening

Cashback for a full health screen, or a Well Man, or Well Woman screen. This allowance is separate to the workplace screening programme we offer as a bolt-on.

Combined Physiotherapy

Cashback for pain relieving and preventative treatments such as physiotherapy, chiropractic, osteopathy, acupuncture and homoeopathy.

Specialist Consultation and MRI Scans

Provides cashback for specialist consultation charges, including X-rays and MRI scans, as well as PMI excess charges (excludes company paid PMI).

Dental Accident

Cover for damaged teeth following a direct blow to the head. Members can claim for veneers, dentures and crowns.

24/7 Counselling and Support Helpline

24 hour telephone advice, guidance and support from trained counsellors, legal and medical professionals on a variety of lifestyle issues.

Employee Assistance Programme

Provides up to 8 face to face counselling sessions and includes a Serious Illness and Accident Support service.

Fitness and Exercise

Access to offers and discounts on a wide range of fitness clubs and gyms via HealthShield's reward website PERKS.

Online Health Assessment and Personal Coaching

Instant access to online health assessments and personal coaching tools including videos, factsheets and questionnaires.

GP Anytime including

Private Prescriptions

GP consultation service via phone or webcam, where a GP can also prescribe a private prescription to be delivered to a member's home or workplace.

PERKS

Members have access to Health Shield PERKS, a website with a large range of discounted retail products and services, offers on travel, cash back on purchases and much more.

Discounts for the brands you love, all year round. Unlike voucher and flash sale sites, you'll always get great deals from brands like Apple, M&S, Virgin Media, GAP & more!

Advice Services

Our Employee Assistance Programme offers free and confidential advice which is available 24hrs, 7 days a week to you and your immediate family. You will also have access to structured counselling of up to six sessions available either face-to-face or over the phone. The service covers, but is not limited to, Family Issues, Financial Information, Legal Information, Stress & Anxiety and Bereavement.

Pension Schemes

Pension scheme (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers) - both schemes include 3 x salary life assurance cover whilst you remain in service. You don't pay tax or national insurance on your contributions and North Star Community Trust adds a generous employer contribution. All staff are entitled to opt-out of the pension scheme should they wish to do so.

Holiday Entitlement

Our support staff on 52 weeks a year contracts benefit from a holiday allowance of a minimum of 24 days. This entitlement is in addition to any Bank or Public holidays. Teaching staff and term time only support staff receive the standard school holiday allowance.

Training and Development

North Star Community Trust believes in training and developing people to achieve their potential. Whatever your aspirations, our training provision offers a range of courses and qualifications. These courses include a suite of National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL) and apprenticeship opportunities (in disciplines including IT, HR, Business Administration). North Star Community Trust have formed a partnership with The Skills Network, one of the most successful providers of online learning. As part of the partnership several FREE courses are available including: Childcare, education, enhancing skills, digital and wellbeing.

Continued professional development and opportunities across the Trust, including Masters Degrees through our partnership with Warwick University.

Affordable Accommodation

Access to affordable North Star key worker accommodation from £550 per month all inclusive of rent, utilities, internet access and maintenance.





Stronger Together

We look forward to receiving your application, and hopefully be part of our wonderful team at North Star Community Trust.



Job Description

Job Title	SEN Administrator
Reports to	Head of Department/Headteacher
Location	North Star Community Trust – Heron Hall Academy
Hours	Part Time 36 hours, 39 weeks
Contract Type	Permanent, Term-time
Salary	Support Point 18 - 21 £18,244.47 - £20,116.44 per annum

An exciting opportunity has arisen for someone to make a huge difference to the lives of our children. At Kingfisher Hall Academy we work as a large family to nurture our pupils and ensure we meet every need so they succeed.

We are currently seeking a full time SEN Administrator to work across our school. If you want to join a fantastic team, working with amazing children then please apply!

The academy is committed to your professional development. You will have ongoing support from the senior leadership team and will attend appropriate training and development opportunities. You will be given support, time, and space to grow and improve the provision of SEN Administration across the school. You will have the support of a dedicated senior leadership team to ensure you are able to focus on delivering outstanding teaching and learning.

We are dedicated to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to enhanced clearance through the Disclosure and Barring Service.

Duties and Responsibilities

Main duties

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- All administrative and clerical duties needed to support the SENCO
- Answering enquires, typing, faxing, sending letters and reports to parents/outside agencies
- Liaising with parents, the LA and other stakeholders as necessary
- Dealing with situations of a sensitive nature
- Ensuring all Annual Review paperwork is carried out and submitted on time attend and take minutes at Annual Reviews
- Update the SEN Register and other records
- Carry out any other duties as directed by the Headteacher commensurate with the general level of responsibility of the post
- Booking appointments
- Assist with timetabling of support
- Assisting with the ordering of all books and equipment needed for the department
- Assist and help set up for Open Evenings, Tours and Taster Days
- Typing Individual Education Plans and arranging their reviews
- Manage up to date record keeping

Person Specification: SEN Administrator

You will need to have a can-do attitude with strong eye for a story and be known for your attention to detail. You will need to be committed to providing excellent customer service and to the aims and objectives of North Star Community Trust as a provider to the highest quality education to children in our area.

Qualifications and other required experience and skills

- Experience of working in a school setting (desirable)
- Appropriate experience in administration
- Proven track record of working with a team
- Excellent I.T. skills (Microsoft office, email, internet etc.)
- Knowledge of MIS database (desirable)
- Willingness to learn new skills and acquire new areas of knowledge
- Excellent verbal and written communication skills
- Able to priorities work load
- Flexible working and ability to multi-task
- Calm in a crisis
- Uses own initiative
- Able to interact effectively with staff, parents, students and outside agencies
- Efficient, organised and meticulous
- Discrete
- Understanding and sensitive to others
- Keen to develop the role

Next Steps

To apply please visit TES via the green quick apply button shown on the advert.

You can view the roles available at the school and apply via the TES by clicking on the link here:

<https://www.tes.com/jobs/vacancy/sen-administrator-enfield-1670005>

Closing date for applications is 15 July 2022.