



**Westlands
Nursery School**

SENCO Assistant
INFORMATION



CONTENTS

Job Description	Pg 3
Person Specification	Pg 4
Overview of Swale Academies Trust	Pg 5
Application Process	Pg 6
Safeguarding	Pg 7

JOB DESCRIPTION



Job Title: SENCO Assistant
Salary: SAT B
Responsible to: SENCO

Purpose of the Job:

To provide administrative and organisational support to the Inclusion Manager in relation to SEN (Special Educational Needs) and Welfare issues.

Main duties and responsibilities (Accountabilities):

- Provide administrative and organisational support to the Inclusion Manager including preparing documentation, drafting correspondence, record keeping, coordinating and servicing meetings.
- To maintain and update pupil records relating to medical, welfare and SEN needs; sharing information with colleagues as appropriate.
- Under the direction of the Inclusion Manager, maintain and update medical care plans / Pupil Progress records / IEPs (Individual Education Plans) and other intervention plans.
- Under the direction of the Inclusion Manager collate and prepare information relating to assessments, statements and referrals to other agencies.
- Under the direction of the Inclusion Manager, undertake routine liaison with external agencies and parents / carers.
- In conjunction with the School Health Service, coordinate medical examinations and immunisation programmes. Arrange in- school appointments with visiting medical / therapeutic practitioners – e.g. school nurse, physio, speech and language, play therapist, school counsellor.
- To collate SEN, welfare and medical data producing routine reports and preparing statistical returns as requested.

In additional all members of the school community are expected to:

Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

PERSON SPECIFICATION



Qualifications	Essential / Desirable
English, Maths and Science GCSE at C grade or above (or equivalent)	E
NVQ Level 2 / 3.	E
Experience	
Proven administration experience.	E
Experience of using SEN modules on SIMS, BromCom or other school systems.	D
Skills and Abilities	
Ability to work in an organised and methodical manner and maintain accurate records.	E
Ability to convey information clearly and accurately orally and in writing to a range of people.	E
Ability to take personal responsibility for organising day to day workload.	E
Ability to work effectively and supportively as a member of the school team.	E
Able to deal calmly, tactfully and effectively with a range of people.	E
Ability to show sensitivity and objectivity in dealing with confidential issues.	E
Knowledge	
Demonstrate a basic understanding of the work of a school.	E
Demonstrate an understanding of SEN, medical and welfare issues in a school setting.	E
Demonstrate an understanding of confidentiality and child protection issues in a school setting.	E
Knowledge of a range of computer applications – including work Word / Excel / Powerpoint / Google suite.	D

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Miss Jo Head
Westlands Primary School
Homewood Avenue
Sittingbourne
Kent
ME10 1XN

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



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ASHDOWN HOUSE
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SITTINGBOURNE, KENT
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