



# Information Pack for Applicants

## SEND Administrator



From the CEO



Dear Applicant

Thank you for your interest in Cascade Multi Academy Trust. Choosing the right School and Trust to work with is a very important decision. We would recommend that you visit the school and take a tour before submitting your application to understand the vision and values of our Trust.

### Who we are?

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are four primaries situated in the North of Sheffield. Our Schools include Beck, Hucklow, Owler Brook and Whiteways Primaries.

### Our Vision

- To transform the life-chances of our children.
- To ensure safe and secure learning environments.
- To create inspirational places for our staff to work.
- To be an influential part of our local communities.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTAs and teachers as well supporting staff in to leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes wellbeing days, access to The Listening Service and private counselling.

If you would like to more about us please visit our website

<https://www.cascademat.co.uk> and come have a look round to meet the team.

Thank you for showing an interest in working with us.

Sue Bridges  
CEO Cascade Multi Academy Trust

## Our Vision

To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

As our Multi Academy grows our Trust will enjoy the benefits of: -

- A shared focus on education, which raises achievement across all schools to the highest levels.
- A shared business platform which makes best use of resources and benefits from economies of scale.
- A shared ethos within which the unique identity and character of each school can flourish.

## Our Principles

In our schools we will ensure: -

### An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
- Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
- Educational visits and visitors, enrich children's education experience on a regular basis.
- Our learning environments will enhance the learning and curriculum opportunities we provide.
- Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
- Community involvement is part of the life of our schools and the children impact on the life of the community.
- Equal opportunities through the curriculum, inspire all children to succeed.

## High Quality Provision

- High quality teaching and learning in the all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention which supports and challenges children to access all of the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

## A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.

## We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
- We offer our communities opportunities to take on leading roles within our schools.
- We will support and champion family learning and learning together.
- We value every member of staff and will develop them through high quality training and an investment in their professional development.
- Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
- We become an organisation of evidence-driven experts.



## Who We Are

Cascade Multi Academy Trust is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources, and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

Cascade is currently a Trust of four primaries situated in the North of Sheffield. Our focus is one of partnership working to continually improve the educational offer for our children and their families. We aim to create opportunities for all our children regardless of their needs, and strive help them fulfil their potential.

## Our Schools

### Beck Primary School

We offer provision for pupils from 2+ in Early Years up to age 11 in Year 6. Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school.

### Hucklow Primary School

Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school. We recognise that we cannot achieve our aims in isolation and therefore we value the involvement of parents as partners in the education of their child.

### Owler Brook Primary School

We pride ourselves on providing an environment where children feel safe and happy. We celebrate diversity and creativity, recognising the skills that every child has. We warmly welcome parents into the life of the school and work with the whole school community to instil a sense of belonging and ownership and guide our children to be responsible citizens of the future.

### Whiteways Primary School

We are committed to building strong links with the local community and services to ensure we work holistically for our children. We provide unique learning opportunities through a bespoke curriculum that fosters children's interests, and challenges them to become the best that they can be.

As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.

# SEND Administrator

REFERENCE NUMBER - IR1003

Permanent - 37 hours per week / 39 weeks per year

(would consider 2 applicants for 18.5 hours each)

Grade and Scale – Grade 4, scale point 7 to 12

Salary £24,294 - £26,421 (full time equiv)

Actual salary - £20,896 - £ 22,726

Cascade Multi Academy Trust is seeking to appoint a permanent SEND Administrator to join our Trust Schools.

This is an exciting opportunity to work alongside our skilled SENCOs and families to support the implementation of SEN processes. A comprehensive training package will be offered to the successful candidates to develop their knowledge of SEN systems and paperwork.

Our vision at Cascade MAT is to transform the life chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work and to be an influential part of the local community.

Across the Trust we inspire our children to aim high and succeed, equipping them with the necessary skills and knowledge for the future. We promote understanding, respect and tolerance for each other. This is an exciting time to join Cascade Multi Academy Trust with each of its four schools judged as good by Ofsted.

We are looking for candidates that can:

**The successful candidate will:-**

- Be able to undertake a comprehensive range of high-quality administrative tasks to the SEND and Inclusion teams across the Trust which will enable the efficient and effective delivery of SEND provision
- Assist with the development and management of procedures, records and systems for SEND administration
- Co-ordinate the Annual Review process for all pupils with EHCPs
- Support the completion of EHCP paperwork and SEND referral forms
- Maintain high standards of record keeping within deadlines
- Ensure statutory responsibilities are met
- Communicate, liaise and collaborate effectively with all stakeholders
- Demonstrate strong organisational skills
- Relate well to young people

**We can offer you:-**

- A career pathway
- Enhanced disclosure check paid for by the Trust
- Employee Assistance Programme
- Commitment to your ongoing training and career progression
- Pension Scheme
- Employee benefits including Westfield Health and Cycle to Work

Cascade MAT is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. Our Safeguarding policy and Safer Recruitment policy can be found on Cascade's website.

In line with Keeping Children Safe in Education advice, the Trust will carry out online searches for shortlisted candidates.

Shortlisted candidates are required to complete a self-declaration criminal history form prior to interview and any disclosures will be discussed with candidates at the interview stage.

The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

**How to apply:**

If you wish to discuss this role or arrange a visit to the Trust, please contact Lisa Whitehead via email at [lwhitehead@cascademat.co.uk](mailto:lwhitehead@cascademat.co.uk)

You can download the word version of the application form from Cascade's website.

- Please do not use Sheffield City Council application form.
- Please use the job reference number on the application form

[www.cascademat.co.uk](http://www.cascademat.co.uk)

or alternatively an application form can be obtained by e-mailing [recruitment@cascademat.co.uk](mailto:recruitment@cascademat.co.uk)

Your completed application should be emailed to [recruitment@cascademat.co.uk](mailto:recruitment@cascademat.co.uk)

**Closing Date: Friday 4<sup>th</sup> October 2024**

**Interview Date: Tuesday 15<sup>th</sup> October 2024**

# Job Description – SEND Administrator, Grade 4, Cascade Multi Academy Trust

## Our Vision

Our vision at Cascade MAT is to: transform the life-chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work; and to be an influential part of the local community.

## The Role

Provide general clerical and administrative support to all schools within the Trust in relation to student Education Health & Care Plan, the Annual Review Process and associated administrative tasks associated with SEND

**Reporting to:** Cascade Inclusion Lead

## Qualifications

- GCSE Maths and English or equivalent or evidence of abilities at this level
- NVQ2 or equivalent qualification or experience in administration

## Key Responsibilities

The post holder must at all times carry out his/her duties and responsibilities within the spirit of Cascade Multi Academy Trust Policies: within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

## Administration

- Provide general clerical/admin support in relation to SEND
- Maintain manual and computerised records/management information systems
- Produce information and data as required
- Undertake a variety of IT based tasks e.g. word, spreadsheets, data analysis
- Take notes at meetings
- Undertake administrative procedures
- Maintain and collate pupil records/reports

## Resources



## Organisation

- Undertake general duties

## Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Develop constructive relationships with all stakeholders and communicate with other agencies/professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

All the above duties and responsibilities to be carried out in accordance with Cascade MAT's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

**ISSUE DATE: November 2022**

## SEND Administrator – Grade 4, BS2.5

<b>Person Specification</b>	
All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification	
<b>Qualification and experience</b>	
<b>Candidates should have:</b>	
1	GCSE Maths and English or equivalent or evidence of abilities at this level
2	Experience of general administration duties, preferably within a school context and within a busy environment
3	An understanding of SEND needs and paperwork would be desirable
3	Evidence of recent, appropriate continuous professional development and/or willingness to engage in CPD
<b>Personal qualities</b>	
<b>Candidates should:</b>	
1	Communicate and interact effectively to develop positive relationships with all stakeholders
2	Excellent interpersonal and organisational skills
3	Be discreet with confidential and sensitive information
3	Be decisive, consistent and focused on solutions
4	Be well-presented and have a positive attitude
5	Calm, composed and flexible within a busy working environment
<b>Skills</b>	
<b>Candidates should be able to:</b>	
1	Support the vision for the school/Trust
2	Ability to complete work with accuracy, attention to detail and within defined deadlines
3	Good working knowledge of SIMS and CPOMs would be desirable
2	Evidence of effective use of ICT skills including Microsoft Word, Excel, emails and Internet
3	Ability to implement, maintain and manage accurate information systems
4	Approachable, courteous and able to present a positive image of the school to visitors and stakeholders
5	Ability to relate well to children
6	Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines
7	Demonstrate that they can work independently and constructively as part of a team
	Ability to recognise problems, generate alternatives and implement plan of action

Professional knowledge and understanding	
Candidates should:	
	onstrate their understanding of confidentiality and compliance with GDPR requirements when dealing with sensitive data
	onstrate a knowledge of relevant policies/codes of practice & awareness of relevant legislation
Safeguarding	
Candidates should have:	
	Understanding of safeguarding and promoting the welfare of children and young people

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).

## The Appointment Process

These notes are intended to guide you when making an application

### Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

Please read the application form, job description, person specifications carefully, so that you understand what the position involves. This information is designed to help you complete the application form as thoroughly as possible.

When completing your application, give as much information as you can that is relevant to the job for which you are applying. Please check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process you will be disqualified

The decision to shortlist you for interview will be solely based on the information you provide in the application form.

### Education and Training

State your qualifications and any training you have undertaken relevant to the post.

### Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is

### Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

## Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses, including emails and telephone numbers.

## The Supporting Statement within your Application Form

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included in this pack. Please limit your supporting statement to two sides of A4 in size 11 font.

## Arrangements for Assessment

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for Interview and Task(s) associated with the role.

The interview panel will include a Safer Recruitment trained member and within the interview process you will be asked questions to explore your suitability to work with children.

## Disabled Candidates

We are committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you're called for an interview, please state the arrangements you require. Following the questions at interview there will also be time to discuss any reasonable adjustment that may be required to enable you to carry out the job.

## Feedback

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

## Selection for Appointment

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

## Completed Applications

When you have completed your application form, this should be returned via email by the closing date specified in the advert.

[recruitment@cascademat.co.uk](mailto:recruitment@cascademat.co.uk)

If you have not been contacted within four weeks of the closing date, please assume your application has been unsuccessful.

## Privacy Notices

Our privacy notices for recruitment can be found on the Trust website

<https://cascademat.co.uk>

## Safeguarding

The Safeguarding policy can be found on the Trust website

<https://cascademat.co.uk>

## Complaints Procedure

If you have a complaint regarding the recruitment process, please Email: [hr@cascademat.co.uk](mailto:hr@cascademat.co.uk) giving full details. We will investigate and respond within 28 working days.