

# achieving **Success** for all



Candidate Information Pack  
**SEND Administrator**



# Welcome

Thank you for your interest in the SEND Administrator position currently advertised at Churchdown. I thought it would be useful if I gave you a personal perspective of our unique school to help you to decide if this role is the right opportunity for you - a role where you would be happy, thrive and make a valuable contribution to the school community. A place where we rip up the status quo and follow our own path towards excellence.

Churchdown is a school that never stands still. This is evident in the outcomes we have achieved. The progress our students make is truly exceptional and has grown sustainably over the previous years with our Progress 8 score putting Churchdown in the top 1% of all schools nationally. The attendance of our students has also been continuously recognised as excellent by the FFT national attendance awards. However impressive these outcomes are for our children, we are not done yet as we are continuously stubborn about the improvement we still want to make. **Are you someone who could help improve our school yet further for each and every child in your care?**

To help us on our improvement journey, we are part of the SSAT Leading Edge – a group made from the highest performing schools nationally. As a Leading Edge school, we are able to share the best educational practice. This means that the innovation in our school will never stand still. Through working with the best educational leaders in the country we have continued to develop our practice and expertise. For example, we ensure teachers are significantly under allocation to help give the space and time in school to prepare well planned lessons. We also have far more INSET days within the school calendar to support quality department time: we passionately believe professional practice is vital to our proud profession. **Are you someone who wants to develop their practice in school time alongside other high performing schools?**

Regardless of the position of responsibility we hold at Churchdown, all the staff are responsible for inspiring and encouraging those we work with; first and foremost, the students. Our goal is based not on focussing on what's standing in our way; it is about taking steps that will be positive and that will have a lasting effect on everyone around us. We have a very outward facing staff body who also work in a number of other organisations such as the University of Gloucestershire, Best Practice Network and Love My Coaching. As a result of our unrivalled staff provision, individuals move along their own unique career progression pathway much faster here. Because here there are more opportunities to grasp beyond just those in school. **Are you someone who wants to develop their expertise and progress in their career both in school or with one of our partner organisations?**

Our students deserve the best and proudly I can say that, as headteacher, we aspire to give the best for our students. I know this because in our school are people who will care for them; want the best for them; will not allow them to fail; will make them feel part of something bigger than themselves; help them succeed; provide a place where they can do their best and allow them to see a life they didn't know existed. **Could that someone be you?**

I hope this is an insight which inspires you to apply for the role of SEND Administrator. Please do call the school to speak with me so you can decide if Churchdown really is a place you can develop your career. It would be my pleasure to tell you more about our school, show you around and find out more about you.



David Potter  
Headteacher

# Why Churchdown?

## Employee Benefits

- Car Salary Sacrifice Scheme
- Onsite parking and cycle storage
- Cycle-To-Work Scheme
- Free Flu Vaccines
- Free access to school fitness suite
- Dry cleaning delivery service
- Onsite car valet service
- Family-focused leave
- Discounted Nuffield Health gym membership
- Comprehensive Free Employee Assistance Programme
- Free onsite financial advice clinics
- ...and more!





# **JOB DESCRIPTION AND CONTRACT DETAILS**

## **JOB TITLE**

SEND Administrator

## **CONTRACT DETAILS**

35 hours per week, term time only. £31,585 - £35,235 x 0.8077fte – Actually salary £25,511 - £28,459

## **LINE MANAGER**

Head of Learning Support

## **MAIN PURPOSE**

To provide comprehensive support to the Learning Support department. The post holder will provide efficient and effective administration support for the SENDCo and SEN team. They will ensure that the school's EHCP review process is professional and well administered for all stakeholders involved.

## **KEY RESPONSIBILITIES**

- Provide administrative support to the SENDCo; taking notes, locating files and other information as requested
- Type up notes from meetings and SEND review documents, to ensure all records are kept up to date and accurate
- Work alongside the SENDCo to update the SEND Information Report and relevant sections on the school website
- Maintain accurate files and records of students with SEND
- To support with the management of the SEND register, recording of SEND provision and Learning Plans for those on the graduated pathway of support
- Work with all stakeholders to ensure pupils' passports are complete, updated and purposeful
- Support the SENDCo with the SEND identification, assessment, monitoring and the review process ensuring all records are updated regularly
- Organise and timetable initial screening assessments to assist with SEND identification as directed by the SENDCo
- Ensure the EHCP reports with the support of SENDCo and submit them in a timely manner
- Complete administration of student referrals and support the SENDCo in preparing for a range of meetings with external agencies
- Oversee room bookings and appointments for external visitors and support/manage the appointment diary for the SENDCo
- Support with the gathering of evidence from teachers regarding students' normal way of working
- Support the SENDCo in ensuring accurate records are kept regarding the needs of students with specific access arrangements in examinations
- Ensure the evidence required by the examination boards is kept and monitored to keep it up to date
- Liaise with the SENDCo and Exams Officer to ensure every student who is entitled to access arrangements in examinations has those needs met
- Produce templates, forms and resources as directed and help manage department shared resources
- Communicate with Parents/Carers with initial enquiries, arranging meetings and working with them to ensure they are fully involved in the annual review process
- Ensure pupils' information is stored securely inline with the school's data and retention policy, and transferring pupil information securely to a new educational provider when a pupil transitions
- Ensure all information regarding students with SEND is recorded and filed correctly, so it is available for teaching staff to support teaching and learning
- Communicate strategies to staff to support High Quality First Teaching
- To be accountable for and to complete all registers for students accessing the Support Hub/Interventions and follow up any associated absence.

## **PERSONAL SPECIFICATION**

Desirable qualities are:

- Educated to A-level Standard
- Relevant degree and/or qualifications
- Experience of working in a school environment
- Experience of working with special educational needs and / or relevant paperwork for special educational needs

Essential qualities are:

- Adaptability, creativity and good humour
- Ability to work as part of a team
- Excellent communication skills
- A positive, empathic approach to responding to children's needs
- Relevant experience of working with your people
- Good levels of literacy and numeracy

## **KNOWLEDGE, SKILLS AND PERSONAL QUALITIES**

- To gain an understanding of the school's processes, policies and procedures
- To gain an understanding of the legal definition of Special Educational Needs and Disabilities (SEND) and be familiar with the SEND Code of Practice
- Understanding of the EHCP process
- The ability to work in a team, to be flexible to the needs of the school
- Competent and effective user of IT, including Excel and word and having the ability to learn new systems relatively quickly.

Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Churchdown School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As part of our shortlist process, Churchdown School Academy may carry out an online search on shortlisted candidates. We welcome applications from all sections of the community irrespective of race, gender, sexual orientation, disability, religion or age.



# Working at Churchdown

## School Curriculum

We believe in every student's right to a broad and balanced curriculum which allows them to be culturally rich, curious and accomplished individuals, with the ambition and opportunities to shine in adult life.

We take every opportunity to ensure that all students, regardless of ability, make the best progress possible and achieve the highest possible standards in subjects and qualifications. We strive to narrow the gaps in achievement and enable those not achieving age-related expectations to catch up with their peers.

## Curriculum Organisation

We deliver the National Curriculum to all students at 11-16 to develop a broad and balanced diet of learning. At Key Stage 3 (Years 7 - 9) the school curriculum consists of core subjects: English, mathematics, science; and non-core subjects: modern foreign languages, design technology, ICT, history, geography, art, music, drama and physical education; PSHE (including sex education) and learn to learn.

At Key Stage 4 (Years 10 – 11) the school curriculum consists of compulsory subjects: English language and English literature, mathematics, science and physical education and a broad range of academic and vocational courses leading to external qualifications. In Key Stage 4 the students also take part in prep lessons that are used for focussed independent study. At Key Stage 5 (Sixth Form) the school curriculum consists of a broad range of courses leading to external qualifications.



## Our School Mission and Purpose

**Our mission is to be a school where student development and learning are at the centre of everything we do. Students are expected to strive for personal excellence and demonstrate a commitment to learning as they fulfil their potential. Our community is a nurturing and caring one where students are encouraged to show compassion, friendship and support towards one another. We aim to provide an education which is fully inclusive, where every child is valued for who they are and who they can become.**

**At Churchdown School the education we provide is guided by values of integrity, resilience, respect, ambition and friendship. These values are particularly important to us as we develop the students into lifelong learners and prepare them for a life beyond school.**





## Teaching and Learning

This is what we are all about! We pride ourselves in having the highest expectations and, collectively, we constantly strive to provide excellent opportunities and fantastic progress for all of our students, regardless of ability. Furthermore, we recognise that students excel when lessons are positive, relevant and stimulating, and these expectations are only possible when there are high quality relationships between staff and students.

As our aim is to provide our students with the highest quality of teaching and learning in every lesson, this is the focus of all our energies. As a school we do everything in our ability to support each member of staff to achieve excellence. We provide training, support and guidance so that everyone has a clear understanding of what outstanding learning looks like, and more importantly, the tips and strategies to help facilitate this.

Successful schools operate an 'open door' policy with regard to the experiences which take place throughout the school day. Visible leadership from all members of the school leadership team is paramount to supporting every member of staff to provide our students with an exceptional experience at Churchdown. Consequently, staff are visited on a regular basis. The purpose of this is to provide opportunities to see/share good practice and to fully support staff.

## Working as part of the Learning Support Department

Applications are sought from enthusiastic, caring and dedicated individuals committed to helping young people of all abilities to aim high and reach their full potential. The Learning Support Department at Churchdown School is a well-established and dynamic team comprising of teachers and learning support assistants who share a passion for enabling young people discover their strengths and thrive. We support students in all areas of the school curriculum with all aspects of their learning, as well as providing opportunities for them to develop their social skills and emotional well-being.





# Why Churchdown?

Click [here](#) to find out more about  
a career at Churchdown School.



