



# Thrive Co-operative Learning Trust



Inspiring pupils to thrive in  
life



**The Thrive Co-operative Learning Trust (formerly the Yorkshire and the Humber Co-operative Learning Trust) was established in 2016 and now includes 7 primary and 2 secondary schools.**

Newland School for Girls is part of the Thrive Co-operative Learning Trust and Mr Jonathan Roe is the Chief Executive Officer with overall responsibility for leading the Trust. Our mission is to inspire pupils to thrive in life. We understand thriving to mean that we will work cooperatively as a multi-academy trust to enable each pupil, school and their communities to reach their fullest potential, and to aspire to the co-operative values.



### **The Co-operative Values are...**

Self-help • Self-responsibility • Democracy • Equality • Equity • Solidarity

### **Also running through these core values are a set of ethical values that underpin the work of all Trust members:**

Openness • Honesty • Social Responsibility • Caring for Others

Our partner schools also believe in these core values and want to work alongside us to deliver the best possible education for all our children.

**If you would like more information on the Co-operative Trust please visit [www.thrivetrust.uk](http://www.thrivetrust.uk)**



### **Below are the Schools currently in the Thrive Co-operative:**

Kelvin Hall School  
[www.kelvinhall.net](http://www.kelvinhall.net)

Newland School for Girls  
[www.newlandschool.co.uk](http://www.newlandschool.co.uk)

Chiltern Primary School  
[www.chilternprimaryschool.org.uk](http://www.chilternprimaryschool.org.uk)

Stepney Primary School  
[www.stepney.hull.sch.uk](http://www.stepney.hull.sch.uk)

St George's Primary School  
[www.st-georges.hull.sch.uk](http://www.st-georges.hull.sch.uk)

Ings Primary School  
[www.ingsprimaryschool.co.uk](http://www.ingsprimaryschool.co.uk)

Priory Primary School  
[www.prioryprimaryschool.org.uk](http://www.prioryprimaryschool.org.uk)

Sidmouth Primary School  
[www.sidmouthprimaryschool.co.uk](http://www.sidmouthprimaryschool.co.uk)

Oldfleet Primary School  
[www.oldfleet.hull.sch.uk](http://www.oldfleet.hull.sch.uk)



## Welcome to Newland School for Girls

Newland SFG is an 11-16 all girls Academy with a partial brand new BSF building linked to our 1900's listed building.

We have approximately 650 students on roll. We are a very popular school in the city with many parents hoping for a place for their child.







# Examination Results 2022

2022 has been another successful year. Newland School for Girls has yet again secured its position as one of the top schools in Hull. We are first choice for your daughter's education.

## Key Stage 4 GCSE Results 2022

Performance Measure	2021/22	2020/21
Progress 8 Score	+0.36*	+0.36*
Attainment 8 Score	49.77	49.77
4+ inc Maths and English	71%	68%
5+ inc Maths and English	52%	48%
Ebacc Entry	71%	71%

\*Our Progress 8 score continues to remain positive. This means the progress of our girls in Maths, English, Science, Humanities, MFL and our option subjects continues to be well above the National average for secondary schools in England.



Newland School for Girls yet again is celebrating above national average. Maths maintained their a hugely successful set of GCSE results. Over success from 2020 with 71% securing a pass 40% achieved at least one grade 8 and 10% grade. Over 59% have achieved a secure pass achieved a grade 9. 77% of girls have achieved in Languages, showing our clear strength for an equivalent C grade in English, with over 60% languages, ensuring we yet again have secured at a strong (B+) pass. Science again exceeded a significantly positive progress for Ebacc and national average with 59% of girls achieving an Options subjects and overall for the school for the equivalent C grade and value added is significantly fifth year in succession.

## Job Description

**Post Title:** SEND Administrator  
**Salary:** Grade 4, SCP 5-7 (£4,987 - £5,170 Actual Salary) 10 hours per week  
**Location:** Newland School For Girls

**Organisational:** Reporting to: SENCO



### Purpose of Role

Under the supervision of the SENCO, to provide administrative support for the organisation of all aspects of SEND provision in school.

### Key Responsibilities

1. Work with the SENCO to ensure a coherent approach to Inclusion takes place within the School.
2. Contribute to the creation, development, implementation and operation of procedures and processes, which allow effective liaison with external agencies.
3. Provide administrative support as appropriate, which will include preparing correspondence, EHCPs, profiles, invitations to annual reviews and additional reports related to SEND as requested
4. Minute taking and diary management.
5. Collate Individual Educational Plans (ISPs) and Provision Maps and TA action plans
6. Liaise with feeder schools/transition coordinator and other relevant bodies to gather pupil information.
7. Organise rooms for regular outside agency support
8. Compile and support completion of referral paperwork.
9. Prioritise workload to ensure the completion of work to specific deadlines.
10. Taking calls and face to face meetings with parents, pupils, outside agencies and teaching staff.
11. Input and retrieve information using the SIMs system, log communications and provide photocopying and filing support
12. Ensure the safe disposal of confidential waste.
13. Carry out all duties in the strictest confidence and in compliance with the General Data Protection Regulation (GDPR).
14. To carry out your duties in line with the School's policy on Equality and diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

### Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction

and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	N/a
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Responsible for supporting the learning and welfare of students. Responsible for keeping parents informed about progress. Liaise with other partner agencies regarding referrals and agreeing a way forward.
Responsibility for Budgets/Financial Resources:	N/a
Responsibility for Physical Resources:	Responsible for case files on a day-to-day basis, which contain confidential and often sensitive information. Ensure accurate records are kept

		E	D	How Identified
<b>Qualifications</b>	Grade 4 or above (or equivalent) in English	✓		Certificates
	NVQ Level 3 or equivalent in Business or Administration		✓	Certificates
<b>Experience &amp; Knowledge</b>	Experience of using Microsoft Office	✓		Application Form Interview References
	Experience of working in a general administrative setting	✓		
	Experience of working in an SEN environment or Educational setting		✓	
	Experience of minute taking and diary management	✓		
	Knowledge of relevant policies, codes of practice and an awareness of relevant legislation	✓		
<b>Training</b>	To be prepared to undertake relevant and statutory school training	✓		Application Form Interview
	Commitment to continued professional development	✓		
<b>Skills/Attributes</b>	Motivation to work with children and young people	✓		
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to work under pressure, independently and use own initiative	✓		
	Awareness of the importance of confidentiality	✓		
	Excellent oral and written communication skills	✓		
<b>Disclosure &amp; Barring Service</b>	he successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS (After shortlisting)
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record	✓		

---

## How to apply



Application forms can be downloaded from our website and should be returned to [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)

Should you wish to have an informal and completely confidential discussion or visit to the school, please contact via email ([edwardsh@thrivetrust.uk](mailto:edwardsh@thrivetrust.uk)) or telephone Newland School for Girls 01482 343098.

**Closing Date:** Friday March 24th, 12 noon

**Interview Date:** Friday March 31st 2023