

**Recruitment Pack**

**River Tees Academy Grangetown**

**SEND Administrator**

**Change lives through a career with our Trust**



# WELCOME

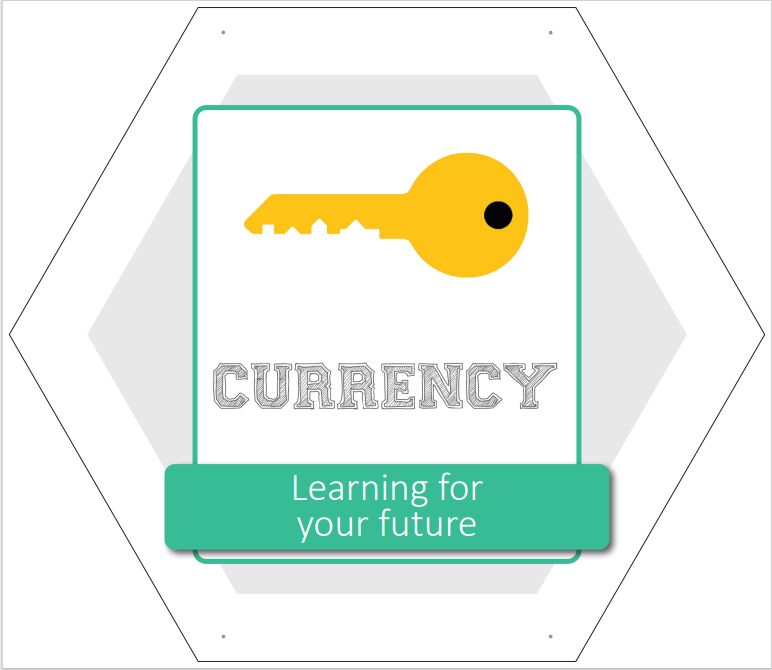
**‘WE CHANGE LIVES’**

River Tees Multi-Academy Trust is a forward-thinking trust committed to ensuring the most vulnerable learners receive the highest quality of education and outcomes. We are firmly committed to our workforce and ensure fantastic developmental and wellbeing opportunities for the right candidate.

If you are ready to take the next step in your career, join us as we ‘Change Lives’.

We are dedicated to investing in the training and development of our staff to ensure they possess the necessary skills for their roles. We welcome applicants who may not yet possess all the required skills but are willing to invest in their own growth to acquire the necessary knowledge.

The schools within our Academy Trust improve the character, community and currency of pupils who are excluded or at risk of exclusion from mainstream school, unable to attend school for a variety of medical needs and/or have an Education, Health and Care Plan that requires specialist provision. Changing Lives is our mission, and this drives everything we do, in every department.



# OUR TRUST

**‘WE CHANGE LIVES’**

River Tees Multi-Academy Trust is a small but growing Trust in the North East of England serving some of the most disadvantaged communities in the country. We provide the highest quality education for learners who have struggled within the mainstream schooling system. Children and young people are welcomed into our academies, regardless of their challenges, past history or additional needs.

We use a relational approach with our learners, staff and communities. This helps us build trusting relationships that bring out the best in everyone. All staff are committed to improving the life chances of our learners.

We change lives through our focus on a highly personalised curriculum that provides Currency, builds Character and engages with the Community. Our whole team work together to safeguard our vulnerable learners and give them the confidence to achieve their educational, social, family and career challenges.

We want our learners to gain the skills, knowledge and qualifications they need to move forward but also to enjoy school and develop a love of learning.

River Tees Multi-Academy Trust was set up in April 2016, The Trust currently operates 5 Academies across the North East of England. RTMAT works with the most disadvantaged learners. Our intent is to ensure we offer the highest quality provision for our cohort of learners, taking account of their additional needs, social deprivation and gaps in learning.

Our ethos and values are rooted in ethical approaches to partnership working and our drive to ensure that disadvantaged learners receive the best possible education.

# OUR VALUES

**‘WE CHANGE LIVES’**

River Tees Multi-Academy Trust are committed to changing lives. We help our staff, learners and communities to be:

* Resilient and brave.
* Trustworthy and kind.
* Making a positive difference to learners’, staff and our wider communities’ lives.
* Aspirational and hopeful.
* Tolerant and respectful.

# WELCOME FROM CEO

**‘WE CHANGE LIVES’**

I am delighted to extend a warm welcome to all potential candidates interested in joining the River Tees Multi-Academy Trust. Our organisation is dedicated to fostering an inclusive and dynamic educational environment that prioritises the growth and success of both our learners and staff.

River Tees Multi-Academy Trust was established with the mission of providing exceptional educational opportunities across our diverse network of schools. We believe in nurturing talent, promoting well-being, and maintaining high standards of academic excellence. Our core values are centred around character, community, and curriculum.

We envision a future where every learner is equipped with the knowledge, skills, and confidence to succeed in a rapidly changing world. By championing innovative teaching methods and personalised learning experiences, we are committed to making this vision a reality.

We offer extensive training programmes and career advancement opportunities to support your professional growth.  Our trust is built on mutual respect and inclusion, ensuring a welcoming environment for all.  We value teamwork and collaboration, providing a supportive network to help you thrive. Join us in making a significant difference to the lives of our learners and the broader community.

River Tees Multi-Academy Trust encompasses several schools, each with its own unique character and strengths. We pride ourselves on our ability to cater to a broad spectrum of educational needs. Our schools are committed to providing a safe, engaging, and stimulating learning environment for all learners.

We are excited to learn more about you and your potential contribution to our team. We look forward to welcoming dedicated and enthusiastic individuals who share our commitment to educational excellence.

Thank you for considering River Tees Multi-Academy Trust as the next step in your career. Together, we can empower education and inspire futures.

**Christina Jones**

**CEO**

# WELCOME FROM HEADTEACHER

Dear Candidate,

**‘WE CHANGE LIVES’**

Thank you for taking the time to consider applying for a role at our school.

I would like to offer you a warm welcome to River Tees Academy Grangetown where we believe we ‘change lives.’

Our academy is a Special School currently temporarily located in Middlesbrough. The academy provides high quality education for learners who have an Education, Health and Care Plan for Social, Emotional and Mental Health needs.

We pride ourselves on our curriculum which is carefully planned to build every child’s character, community and currency.

Character:  Who you are and who you want to be

Community: Links to others and the wider world

Currency:  Learning for your future

This provides every learner with a sense of self and the ability to be successful in their futures.

Our focus on personal development ensures that every learner feels happy and safe in an environment where they are valued and inspired to learn. At our school, we work hard to build strong relationships leading to a family ethos.

When the time comes for a learner to leave us, they will be better equipped for a positive role in society and be more able to make informed choices.

This is an exciting time to work as part of a well-established but welcoming staff team within our school as we support our young people on their journey through education.

We look forward to new staff joining us who share our belief in our young people and want to support our school on this journey of providing our young people with the character, community and currency to be the best they can be.

Thank you for considering a position at River Tees Academy Grangetown. Together, we can change lives.

**Leanne Chilton**

**Head Teacher**

# ABOUT THE SCHOOL

**‘WE CHANGE LIVES’**

I am delighted that our free school opened in temporary accommodation in September 2022. River Tees Academy Grangetown will offer 100 places to learners aged 5-19 with Social Emotional and Mental Health needs and most learners will have an Education Health Care Plan. We want all our pupils to enjoy their education, engage fully and make exceptional education progress.

Our vision is for a place that improves the lives of children and young people in both the long and short term, improving preparation for adulthood; we have aspirations for every learner and will support them all to access a broad and balanced curriculum at River Tees Academy Grangetown including a range of GCSEs and vocational qualifications. We focus on building Currency, Character and Community knowledge and skills.

Our ethos and values are rooted in ethical approaches to partnership working and our drive to ensure that disadvantaged learners receive the best possible education.

River Tees Academy Grangetown is committed to changing lives. We want all pupils to enjoy their education, engage fully and make exceptional educational progress.

Our curriculum aims to deliver the highest quality education, but with personalisation and scaffolding to help those who need to access a different way of learning.

# ABOUT THE ROLE

**‘WE CHANGE LIVES’**

|  |  |
| --- | --- |
| **Application closing date** | 11.07.2025 |
| **Interview Date/s** | TBC |
| **Location** | River Tees Academy Grangetown -Sandringham House, Overdale Road, Middlesbrough, TS3 7EA |
| **Salary** | SCP 14 (£24,620.49) |
| **Contractual hours** | Full time, Term time + 5 Days  37 Hours |
| **Working Hours** | Monday to Friday |
| **Basis** | Permanent |
|  |  |

We are excited to offer a new opportunity within our dedicated administration team for a motivated and highly organised **Administrator** to support our Special Educational Needs (SEN) provision.

Working closely with the **Access and Inclusion Lead**, the successful candidate will ensure that all school SEN policies, procedures, and systems are implemented effectively and efficiently. This role is integral to supporting our school’s commitment to inclusive education and high standards of care.

At our school, **every pupil has an Education, Health and Care Plan (EHCP)** related to Social, Emotional, and Mental Health (SEMH) needs. As such, the role requires a proactive and compassionate individual who understands the importance of accurate record keeping, timely communication, and effective coordination between staff, families, and external professionals.

We currently operate 5 schools across two main geographical areas (Middlesbrough and Gateshead). This role is based in River Tees Academy Grangetown, Where the occasional need arises, you may be required to support our Middlesbrough Academies staff and pupils.

Our Trust celebrates the diversity of our school communities. We actively encourage visits to our school sites – once you see our work in practice we are certain you will be committed to joining us in Changing Lives.

You are welcome to contact Kimberly Waugh, School Business Manager for an informal discussion about this post prior to application. The Job Description and Person Specification fully outline the requirements of this post and can be found on our website <https://www.rtmat.org.uk/app/os#!home>

Supporting statements should be written in line with the Person Specification - CVs are not accepted.

This post is subject to an Enhanced DBS check, Social Media check and satisfactory references.

# JOB DESCRIPTION

**‘WE CHANGE LIVES’**

# **Pre-Admission:**

* To arrange admission meetings and visits with parents and stakeholders
* To ensure admission documents are completed accurately by parents and staff and uploaded to MIS
* Provide pre-admission information that has been adapted to be accessible to all parents and ensure pre-information is up to date and accurate
* Liaise with the transport coordinator to ensure transport lists are up to date, new pupils have been assessed and transport arrangements are communicated to the parents. Ensure appropriate pupil information is received for new pupils from previous schools and arrange collection as required

**Admissions**

* To maintain accurate up to date records and provide reports to SLT as required
* To work with other professionals, both internal and from external agencies, to ensure that reports are requested and received in a timely manner in preparation for review meetings
* To support parents and their children through effective communicating during transition
* To maintain accurate records of pupil numbers
* Ensure LA Local Offer information is up to date and accurate

**Interim/Annual Reviews**

* To complete administrative preparation for EHCP review meetings (Invitations to parents and other relevant professionals, information requested in a timely manner)
* To work closely with key staff to agree transition timetables
* Coordinate the collection of appropriate learner data and reports for SLT and update vulnerable learner minutes as required
* Monitor the date annual reviews are due on the MIS and inform SLT which pupils are due each half term.
* Send out parent views and stakeholder views alongside an appointment letter. Continue to contact parents and stakeholders until information is received and save information in the student file
* Arrange meeting date with all stakeholders and book appropriately sized meeting room
* Upload updated EHCPs to the MIS and add future annual review date to the tracker

**Initial Assessment**

* Set up initial assessments for all new pupils
* Administer assessments and use the information to produce assessment reports, share with staff and save final copy on MIS
* Support re-assessment throughout the school year

**General**

* Develop and maintain data accurately.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR reporting all concerns to the appropriate person
* To provide guidance and support to staff in the preparation of documentation for meetings.
* Lead on the collection, analysis and evaluation of accurate and timely data in relation to alternative provision
* Identify, from data, when alternative educational provisions may be required as early inclusion to support pupils
* Ensure that the Senior Leadership Team is accurately informed of all safeguarding and child protection issues and update vulnerable learner minutes.
* Supporting processes and procedures for EHCPs, Annual Reviews and Multi-disciplinary meetings
* Effective liaison with Local Authorities.
* Support with Reception duties as required
* Supporting with Exams
* Processing purchase requisitions
* Sending out requests to parents for pupil data updates.
* To attend and participate in external training courses and internal training and development courses for staff as required from time to time.
* To take reasonable care of own Health and Safety and co-operate with management, so far as is necessary to enable compliance with the authority’s Health and Safety rules and legislative requirements
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communicate with other agencies/professionals to support pupils
* Attend and participate in relevant meetings as required.
* Recognise own strengths and areas of expertise and use these to advise and support others
* Keep the Grangetown admission website page up to date

The above duties and responsibilities cannot totally encompass or define all tasks which may be required of the incumbent. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility; these factors are reflected in the post grade.

All employees are expected to demonstrate a commitment to the principles of equal rights both in relation to employment issues and service delivery and to adhere to the policies of the Council in performance of their duties.

All employees are expected to respect all confidentialities and principles and practice of the Data Protection Act.

All post holders are required to comply with Health and Safety policies and legislation.

# PERSONAL SPECIFICATION

**‘WE CHANGE LIVES’**

Please refer directly to these when forming your supportive documents demonstrating how you are the right candidate for this role.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Essential** | **Desirable** | **Qualifications** | **Knowledge & Skills** | **Work Related Personal Qualities** | **Where Identified** |
| GCSE/A Level or equivalent qualifications |  |  |  |  |  | Application Form |
| GCSE Grade C or above in both Mathematics & English |  |  |  |  |  | Application Form |
| Degree or equivalent |  |  |  |  |  | Application Form |
| Evidence of own continuous personal professional development |  |  |  |  |  | Application Form |
| Experience of working with other agencies |  |  |  |  |  | Application Form |
| Experience working in education. |  |  |  |  |  | Application Form |
| Experience of working with pupils with a range of complex SEN needs |  |  |  |  |  | Application Form |
| Experience of LA SEND system and processes |  |  |  |  |  | Application Form and Interview/Assessments |
| Experience of Ofsted processes |  |  |  |  |  | Application Form, Interview/Assessments and References |
| Able to relate to all students in a positive and constructive way and inspire them to achieve. |  |  |  |  |  | Application Form and Interview/Assessments |
| Have relentlessly high expectations of students in terms of learning, achievement and behaviour |  |  |  |  |  | Application Form, Interview/Assessments and References |
| Ability to use of a range of IT systems and evidence to support, monitor and evaluate |  |  |  |  |  | Application Form, Interview/Assessments and References |
| Demonstrable ability to encourage student and parental involvement |  |  |  |  |  |  |
| Sound knowledge of EHCPs and Annual Reviews |  |  |  |  |  |  |
| Ability to develop positive relationships with students and their families |  |  |  |  |  |  |
| Understanding of Child Protection and safeguarding practice and responsibilities |  |  |  |  |  |  |
| Able to work effectively on own initiative and within a team |  |  |  |  |  |  |
| Ability to empathise with young people. |  |  |  |  |  |  |
| Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion |  |  |  |  |  |  |
| A willingness and ability to work across the Trust as required |  |  |  |  |  |  |
| An ability to be flexible, creative and solution focused |  |  |  |  |  |  |
| Resilience, the ability to work under pressure and able to meet deadlines |  |  |  |  |  |  |
| Effective organisational skills and the ability to prioritise workloads and manage competing demands. |  |  |  |  |  |  |
| Commitment to equal opportunities and the ability to recognise the needs of different service users |  |  |  |  |  |  |

**The Trust is committed to investing in the training and development of its staff to ensure they possess the necessary skills for their roles. If you identify any gaps in your experience, please mention them in your application and express your readiness to acquire these skills.**

**‘WE CHANGE LIVES’**