

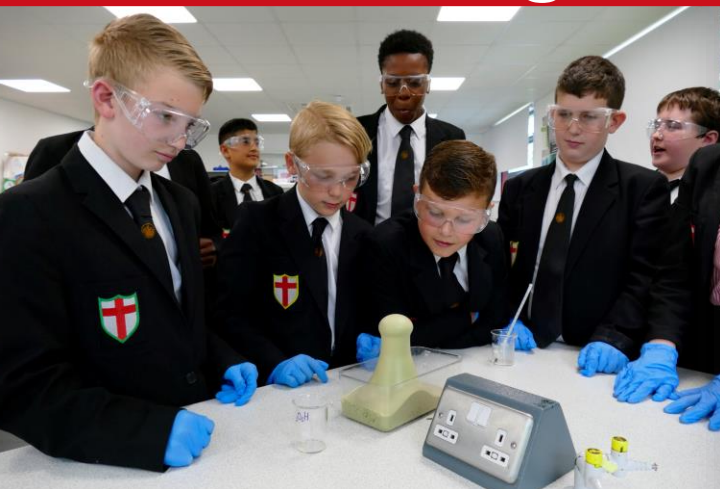


Vacancy Pack

SEND Assistant



Saint George's Church of England School





Our Vision
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AAAT vision

Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the Christian experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

Aletheia is committed to sustaining and further improving high-quality schools and supporting schools in need of specific improvement. We seek to provide a range of support to schools that draws upon the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and retain the capacity to respond rapidly and effectively to the needs of individual schools. Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning. Our Teacher Training 'Hub' status aids our mission to recruit, train and retain staff of the highest quality within our local community.

The Trust provides a coherent and logical geographical context for all constituent schools. Belonging to a local Trust offers greater opportunities for influence than single schools can achieve; through collaboration the Trust aims to be greater than the sum of its individual member schools. We believe that the success of Aletheia is fostered by the opportunities for schools, leaders and governors to step forward as co-shapers of a school-led and self-improving system. Designated as an approved academy sponsor, we offer our distinctive ethos, school improvement strategy and strength of leadership to ensure all schools are supporting students to achieve of their very best.

AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting a Church of England ethos based on a belief in the value and potential of every student to achieve excellence academically; in religious education and their wider studies and become fully the person God intends.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.

All schools joining the Trust will have already established their support for and belief in these core principles.

OUR VISION

At the heart of our vision is the belief in inclusive, educational excellence; the belief that we are called to serve all pupils, staff, parents and the local community by providing places where all develop and thrive intellectually, socially, culturally and spiritually in order to live life in all its fullness.

Saint George's
Church of England School



**All Different,
All Equal,
All Flourishing.**

IN...

Creativity
Honesty
Resilience
Inclusion
Stewardship
Thankfulness

Leadership Structure

Executive Headteacher/CEO

Head of School

*Deputy Headteacher
(Raising Standards)*

*Deputy Headteacher
(Teaching, Learning and Assessment)*

*Assistant
Headteacher
(Behaviour and
Inclusion)*

*Assistant
Headteacher
(Primary Phase)*

*Assistant
Headteacher
(Community &
Stakeholders)*

Support Leads:
Site Manager
ICT Lead
Finance Lead
PA to SLT

Job Description

Grade:	Kent Range 6
Responsible to:	Assistant Headteacher (Intern) – All Through SENCO

Job Purpose

To support the SENCO/SEND department in ensuring that the school delivers a high quality, inclusive education for all.

Main Responsibilities

- Provide administrative support for the SEND team
- Coordinate and administer the processing of annual reviews
- Liaise with outside agencies to arrange meetings and manage the SENCO diary
- Attend and minute meetings and produce and circulate as necessary
- Maintain the learning environments used by the SEND team to ensure that they are sympathetic to the needs of our students

Shaping the future

- Coordinate and manage administration of record keeping for students supported by the SEND team to ensure that they are effectively supported
- Coordinate and minute meetings with stakeholders invested in supporting students with SEND needs

Teaching and learning

- Coordinate and undertake administration in the creation and communication of documents and systems which support quality first teaching
- Coordinate and undertake administration in relation to SEND CPD
- Liaise with SENCO regarding cover for TA absence
- Coordinate exam access arrangements through liaison with teachers / exams officer
- Invigilate exams and tests for students with SEND
- Prepare and present displays

Managing policy and planning

- Coordinate and undertake general administration, including arrangements for identification, assessment and provision for all SEND pupils
- Maintain manual and computersied records, information systems and shared resources

Person Specification

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">Level 2 Diploma (or equivalent).
EXPERIENCE	<ul style="list-style-type: none">Proven administrative experience (essential)Experience of working with young people, particularly those with SEND needs (desirable)
SKILLS AND ABILITIES	<ul style="list-style-type: none">Ability to work in an organised and methodical manner and maintain accurate recordsAbility to take responsibility for organising day to day workloadAbility to convey information clearly and accurately, both orally and in writing.Ability to deal calmly and tactfully with a range of peopleAbility to work effectively and supportively as a member of a teamAbility to use a range of IT systems/appllications
KNOWLEDGE	<ul style="list-style-type: none">Demonstrate an understanding of SEN and welfare issues in a school setting.Demonstrate an understanding of confidentiality and child protection

SEND Assistant

Kent Range 6 - £20,997 to £22,918 per annum (£18,523 to £20,218 pro rata)

37 hours per week

Term Time + Development Days + 1 additional week (40 weeks per year)

Required to start – January 2022

An exciting opportunity has arisen for a candidate of exceptional ability to join our Learning Support Team in this over-subscribed and successful Church of England school.

The SEND Assistant will support the SENCO/SEND department in ensuring that the school delivers a high quality, inclusive education for all.

Main Responsibilities

- Provide administrative support for the SEND team
- Coordinate and administer the processing of annual reviews
- Liaise with outside agencies to arrange meetings and manage the SENCO diary
- Attend and minute meetings and produce and circulate as necessary
- Maintain the learning environments used by the SEND team to ensure that they are sympathetic to the needs of our students

Saint George's Church of England school is an all-through school and part of the Aletheia Anglican Academies Trust. It has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations.

We would love to hear from you if you:

- want to work in a supportive and caring environment
- are committed to enabling every student to achieve the very best they can

Please download an application form and job description below and submit your application by e-mail to batcheldore@sgsce.co.uk

Closing Date: Thursday 16th December 2021 - 12 noon

Interview Date: January 2022

Saint George's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

