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**Recruitment Information Pack**

**Behaviour and SEND Admin support**

David Nieper Academy

Grange Street, Alfreton, Derbyshire, DE55 7JA

T: 01773 832331

June 2024

Dear Applicant

Thank you for showing an interest in the post of Behaviour and SEND (special educational needs and disabilities) Admin Support at the David Nieper Academy.

Our Academy is sponsored by the Christopher Nieper Education Trust, together with local employer partners, who are highly committed in supporting the development and achievements of our students. With an innovative approach to teaching, hands-on learning and brand-new purpose-built facilities, which opened in February 2017, we believe that this is a truly exciting time to join the academy. We are a growing school now of 780 students 11-18 and will soon be at our full capacity of 850 students 11-18. Our September 2022 Ofsted Inspection graded the academy as ‘Good in all areas’, a fantastic improvement from the ‘inadequate’ Ofsted rating when we took over the academy - and we endeavour to build on this as we grow and develop further.

Our aim is to raise standards, expectations, inspire excellence, to provide care and support, and to encourage students to achieve their full potential. We will help them develop confidence and key lifelong learning skills and to obtain the qualifications required as they look to future careers and explore the many opportunities in further education, apprenticeships, university and beyond.

David Nieper Academy has a clear distinctive character due to the integrated involvement of its prestigious business partners. High profile local businesses, most being either international or national household names such as Denby Pottery, Owen Taylor & Sons Ltd, Bowmer & Kirkland, Places for People, Equip UK alongside David Nieper Ltd, are committed to bringing the world of work and 21st Century employment practices into every classroom.

If you like the sound of the academy and are keen to be instrumental in its future success, then we would like to hear from you and look forward to receiving your application by **9am on Tuesday 9th July 2024.**

If you have any queries please contact Mrs Maria Barnes, HR Manager, via email at [mbarnes@christopherniepereducation.org](mailto:mbarnes@christopherniepereducation.org)

Yours faithfully

A close-up of a signature

Description automatically generated

Mr R White

Headteacher

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**Christopher Nieper Education Trust**

**Behaviour and SEND Admin Support**

David Nieper Academy, Grange Street, Alfreton, Derbyshire, DE55 7JA

Age Range – 11-18

37 hours per week – term-time only plus INSET days and one week – total of 40 weeks

Monday-Friday – Working hours to be agreed between 8am-4pm (Friday 3.30pm)

Full-time

Responsible to: Assistant Head Pastoral & Inclusion and part of the Admin team

Start date: September 2024

Salary: £23,123 FTE (pro-rated to 40 weeks) (Grade 5 - 6, Point 4)

Actual Salary: £20,398 (pay award pending)

Do you want to support our students onto greater things? Are you excited by the opportunities and possibilities for our academy? Could you be part of a busy office environment, supporting staff, students and parents?

David Nieper Academy is an academy in the town of Alfreton, Derbyshire. A brand-new school building was opened in early 2017. A key aspect of our vision is our focus on applied learning within all subject areas and across year groups. We have seen an increase in student numbers within each year group and are currently over subscribed for Year 7; we are looking to build on this year on year. This is an immensely exciting time to be joining the academy and being a key driver in enhancing the academic and social achievement of our students.

The Governing Body is seeking to appoint a Behaviour & SEND Admin Support with specific responsibilities in supporting the Pastoral Team and ensuring the prompt and effective administration of SEND paperwork and communications.

The successful candidate must be able to function well as part of a team and to work under their own initiative, have excellent written and communication skills, interpersonal and IT skills along with a ‘can-do’ attitude. You will need to be highly organised and have the ability to work under pressure and to deadlines, showing initiative and acting proactively when required.

The Governing Body is committed to the safeguarding of children and young people, so all staff appointments are subject to employment checks and a satisfactory enhanced DBS check.

Candidates should indicate an acceptance of, and a commitment to, the Academy’s policies in relation to equality and safeguarding and promoting the welfare of children.

It is an offence to apply for this role if an applicant is barred from engaging in regulated activity relevant to children.

Please follow the below link to view the David Nieper Education Trust Safeguarding/Child Protection Policy <https://davidnieper.academy/about-us/academy-policies/>

**Main Duties and Responsibilities**

Undertaking administrative duties within the Administration Team of the academy, working as part of the Pastoral & SEND teams under the leadership of the Assistant Head Pastoral & Inclusion. To include:

* The administration, communication and support of all matters relating to Behaviour & Rewards
* The administration of all SEND communications and supporting paperwork
* Supporting parents, visitors, and staff
* Reception duties

**General Responsibilities**

**Behaviour& Rewards**

* To contact parents informing them of individual students' rewards, behaviour, consequences or exclusions as part of effective lines of communication between the academy and home
* To administrate the appropriate sanctions, liaising with leaders in relation to reintegration meetings, internal and external referrals, ensuring parental communication is at the forefront
* Supporting parents and students in crisis, liaising with identified personnel
* To provide the admin to support the detention system
* To monitor the behaviour and progress of these students
* Ensure the efficient processing of pupil exclusions working alongside Leaders to establish firm protocols for reintegration meetings and effective communication with parents and staff
* To liaise with parents, outside agencies, education welfare and the police regarding confidential/sensitive information and complex issues
* To provide information, reports, and analysis on student behaviour
* Support the operation of the Inclusion Room by providing administrative support
* Assist with student needs as appropriate during the academy day.

**SEND Admin**

* To provide the administrative support/coordination for meetings such as Annual Reviews, Interim Reviews and ad hoc meetings including agenda preparation, collation of supporting papers, minute taking, production and distribution of minutes and any additional documentation
* To undertake a comprehensive range of administrative services within the SEND department, ensuring that work is prioritised and deadlines are met.
* To maintain SEND student records both electronic and paper files including records are archived in line with the ICO regulations.
* To maintain, update and distribute documentation relating to SEND students including Pupil Passports and interventions.
* To co-ordinate routine and non-routine communication on issues of a highly confidential and sensitive nature including parents and agencies such as other education establishments, health and other Local Authorities relating to SEND students.
* To support in developing SEND administration procedures and practices, making recommendations as appropriate.

**Additional Responsibilities**

* Establish good working relationships with students, acting as a role model and setting high expectations
* Deal with any immediate problems or emergencies according to the academy’s policies and procedures
* Respect confidential issues linked to home/students/teacher/academy work
* General administration work in a busy school office including reception cover
* To operate office equipment eg. computers, photocopiers
* Contribute to the team working of the office by supporting colleagues across the academy
* Contribute to the overall ethos/work/aims of the academy
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to an appropriate person
* Participate in training and other learning activities as required.
* Other duties as may be reasonably required in agreement with the Headteacher

All duties and responsibilities must be carried out with due regard to David Nieper Academy’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to David Nieper Academy’s Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the General Data Protection Regulations (GDPR) Guidelines (Data Protection Act 2018)

**Benefits**

* Ongoing training, support and mentoring will be provided
* Free access to Health Assured Employee Assistance Programme
* Free onsite Parking
* Generous discount at the David Nieper Ltd factory shop

# Person Specification for Behaviour and SEND admin support

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| **Job Criteria:** | **Essential** | **Desirable** |
| **Qualifications** | * Minimum of 5 GSCEs or equivalent to include English & Maths at Grade 5/C or above (or equivalent) * Willing to undertake further professional development | * Level 3 Qualifications |
| **Skills** | * Excellent interpersonal communication skills * Ability to ensure quality and accuracy, and work to a high standard * Competent User of Microsoft Office | * Awareness of school organisation, policies, and procedures * Knowledge of SIMS |
| **Experience** |  | * Experience of working within a school or Admin environment |
| **Work related circumstances** |  | * Flexible and prepared to work outside academy hours in response to the needs of the academy and its users |
| **Personal qualities** | * Ability to work accurately and under pressure * Ability to adapt to changing work loads * Self-motivated and ability to motivate others * Collaborative and works well in a team * Proactive |  |

**Method of Application**

1. Curriculum Vitae will not be accepted. Please apply via our recruitment site, My New Term following this link; <https://mynewterm.com/jobs/142405/EDV-2024-DNA-72858>
2. The statement in your application should focus on:

* Candidate’s previous experience which will help in successfully undertaking the role of Behaviour & SEND Admin Support.
* Personal skills to benefit David Nieper Academy.

1. For any queries, please email [mbarnes@christopherniepereducation.org](mailto:mbarnes@christopherniepereducation.org)
2. The academy operates a NO SMOKING policy on site.

5. Interviews - Candidates invited to attend interview will:

1. Have a tour of the academy and meet key members of staff
2. Complete in-tray exercise/related tasks
3. Have a formal individual interview with the selection panel.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

R White

June 2024