



**ATHENA**  
LEARNING TRUST

# SEND Administrator & Support

Applicant Pack

**Closing date:**

9th July 2024

**Interview date:**

TBC



## Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility, and be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

<b>Job Title:</b>	SEND Administrator & Support
<b>School Base:</b>	Ilfracombe Academy
<b>Closing Date:</b>	09/07/2024
<b>Interview Date:</b>	TBC
<b>Vacancy Start Date:</b>	01/09/2024
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	£12.00 - £12.87ph



## Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



# What makes Athena different

## Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

**Impact:** positive outcomes for our students

**Leaders:** we see everyone as a school leader

**Wellbeing:** ensuring your time off is for you

**Generous pension:** the local government pension scheme

**Employee Wellbeing Initiatives:** support your physical, mental, and emotional health

**Car Schemes:** car schemes that cater to your commuting needs

**Perkbox:** discounts, benefits, and rewards to enhance your lifestyle

*Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.*

## People

passionate about making a difference in the lives of each other and our students

## Development

investing in our employee's growth and development

## No burn out

cut low-impact workload and champion staff wellbeing

## Support

valuing our employee time and impact by investing it well and providing wrap around support

## Flexibility

flexible working to promote work-life balance where possible



## Role Summary

Working as part of the SEND team, you will play a vital role in connecting departments through supporting with SEND, behaviour and safeguarding.

You will support the SEND team with all admin duties to ensure tasks are carried out accurately and efficiently ensuring deadlines are met. You will work closely with the SENDCo to carry out any duties to support the SENDCo in their role. You will complete admin duties for behaviour support and work with the safeguarding team, including weekly meetings. Whilst the role will be predominantly admin based, you will support the wider SEND team by supporting students in and out of the classroom. This will enable you to understand the whole SEND process, allowing you to act as first port of call for all enquiries, both internally and externally. This will support you when leading on referrals to external agencies, collating information for EHCP's (Education, Health and Care Plans) reviews and touring families and students around the school.

As part of the SEND team, you would support the Assess, Plan, Do and Review cycle through communicating with staff, parents/carers, students, and external agencies. As part of the graduated response, you would always keep a clear communication line with the team around the student and family.



## What you will be doing

### Build Knowledge

- Remain up to date on SEND and Access Arrangements initiatives, practices and support for students.
- Staying up to date with the latest DfE guidance on safeguarding, suspensions and behaviour.
- Continuously expand your understanding of the schools SEND, behaviour and safeguarding policies, procedures and curriculums.
- Staying up to date with the ICT knowledge and expertise required to be an outstanding administrator.
- Leading on producing reports and monitoring and tracking the trends so that you can feedback to SLT.

### Build Trust

- Foster strong and positive relationships with team members, staff, students, families, stakeholders, and external professionals through effective communication and collaboration.
- Demonstrate reliability, integrity, and professionalism in handling sensitive information and maintaining confidentiality.
- Communicating clearly, effectively and fairly with the school community to build trust and a rapport, at times this includes with students face to face.

### Prioritisation

- Assess and prioritise tasks and projects based on their importance and urgency to meet deadlines and goals.
- Efficiently manage time and resources to ensure the completion of essential tasks while balancing competing demands.
- Being a flexible and adaptable member of the team that provides support to ensure the students needs are met.

### Clarity and Energy

- Communicate clearly and concisely to convey information, instructions, and goals effectively to team members and other stakeholders.
- Exhibit enthusiasm and motivation in daily activities to inspire and energise the team and create a positive work environment.

### Follow Up

- Monitor and track progress on various initiatives and tasks to ensure that they are completed as planned.
- Proactively follow up with team members and stakeholders to address any potential issues and ensure accountability for assigned responsibilities.

## How you will be doing it

### Dream Big

- Approach responsibilities with ambition and creativity, envisioning innovative solutions to challenges.
- Think beyond the status quo and strive to bring positive change and growth to Athena.
- Actively seek opportunities for improvement in processes, aiming to maximise efficiency and effectiveness.
- Deliver value opportunities for world class education for all students.

### Take Responsibility

- Take ownership of tasks and commitments, ensuring that they are completed with dedication and accuracy.
- To support the team in leading staff, such as Learning Support Assistants.
- To train relevant staff to be able to confidently use online systems effectively.
- Be accountable for your actions, decisions, and outcomes, readily admitting mistakes and learning from them.
- Actively collaborate with colleagues, demonstrating a willingness to assist and support others to achieve shared goals.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development, ensuring all training is up to date and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

### Be Kind

- Foster a culture of empathy, respect, and compassion within Athena.
- Treat colleagues, team members, and stakeholders with kindness and understanding, valuing diversity and inclusivity.
- Actively listen to others' perspectives and concerns and respond with empathy and support, creating a positive and supportive work environment.
- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.





## Qualifications

GCSE C or above (or equivalent) in Maths and English

## Experience

### *Essential*

Competent IT skills

Organised and great attention to detail

Strong communication skills

Ability to problem solve and adapt to evolving priorities, showing initiative and flexibility

### *Desirable*

Previous administration experience

Proven experience of working with children of relevant age in a learning environment

Full working knowledge of relevant policies/codes of practice/legislation

Understanding of HR and Finance Administration

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. You could reasonably be asked to work out of our partner sites to support where required.



## How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

## Apply now

and experience the difference in a rewarding and meaningful career in education.