



Orbis
Education
Trust



Kingsthorpe
College



Kingsthorpe College

Orbis Education Trust

**SEND Administrator
RECRUITMENT PACK**

December 2024

About

Orbis Educational Trust

Orbis Education Trust was founded In September 2021 and comprises of:

- **Southfield School**, 11-18 years of age, single sex (mixed sixth form), 1,200 place secondary school (Ofsted rating – Good, with outstanding features (April 23).

- **Kingsthorpe College**, 11-18 years of age, mixed sex, 1,500 place secondary school (Ofsted rating – Good, December 2019).

A third school will soon join the Orbis family;

- **Hanwood Park School**, 900 place secondary school.

Our mission is:

'To provide world-class education and extra-curricular activities, that empower every student to achieve their full potential. Through collaboration and innovation, we strive to create a learning environment that is inclusive, supportive, and challenging, and that inspires students to pursue their interests and passions.'

We are committed to closing the 'enrichment gap' and providing all students with a wider education to develop their life skills In our schools we have Combined Cadet Force (CCF) contingents (Royal Navy and Army), and extensive Duke of Edinburgh award programmes along with a broad enrichment offer.

We understand that every child is different and, therefore, encourage a culture of collaboration that embraces the views of pupils, parents/carers, staff and trustees. It is important that all stakeholders feel an integral part of the Orbis family.

As a trust, we are dedicated to working together to share best practices and resources and providing our students with a diverse range of opportunities that prepare them for success in whatever path they choose to follow.

Staff Wellbeing

We truly believe that our staff are our greatest asset. We start from a position of professional trust and empower our staff to be the best they can within their roles. We know our staff want to deliver the best possible experience and outcomes for our students and we see it as our duty to make sure the training, wellbeing and motivation we provide to our staff allows this.

We continuously review our benefits package to balance the importance of career satisfaction, development and achieving a balanced approach to work and personal time and commitments.

Professional development is at the core of any profession. We ensure that staff have every opportunity to develop their teaching throughout their career. Our schools have a professional learning afternoon each week that enables staff to focus upon up to date, research led and relevant Continuous Professional Development.

What we offer:

- A competitive salary;
- Healthcare scheme for staff members and their families;
- One early or late finish per fortnight for teaching staff;
- Automatic progression through pay points;
- Extensive Continuous Professional Development;
- An in-house Leadership Development Programme;
- Career progression opportunities, we will always recruit internally where possible;
- Competitive pension;
- Generous paid holiday entitlement (support staff)
- Opportunities for flexible working Including a nine day fortnight;
- Free parking;
- A staff wellbeing day during term time;
- Cycle to Work Scheme;
- Discounts on holidays and retailers;
- Collection and delivery of dry cleaning;
- Long service awards and social events;

Job Details

POST OF:	SEND Administrator
AT:	Kingsthorpe College
Hours:	37 Hours per week - Term Time - plus 1 week
COMMENCEMENT:	Available now
CONTRACT TYPE:	Permanent
SALARY:	Orbis pay scale 9-13 (£24,099 - £25,727 FTE), actual pro rata salary £20,921.61 - £22,334.96 per annum

Joining Kingsthorpe College

There is a vibrancy and an energy across our college. We firmly believe that Kingsthorpe College is successful because we work so well with each other

At Kingsthorpe College, we are passionate about providing opportunities for all our students to achieve artistic, athletic and academic excellence. We very much believe that our role is to help develop successful learners, confident individuals, and responsible citizens. In addition to ensuring that all our young people achieve their potential in these areas, there is also a genuine commitment to respect for individuals which is demonstrated in the daily life of the College.

High quality relationships are at the heart of everything that we do. We want our young people to be happy, confident, curious, and resilient learners. We know that this can only happen if relationships are built on trust and mutual respect. We believe that when young people feel safe and secure, everything is possible, and we promise to do our utmost to make sure that we unlock the potential in everyone.

All we can ask from our students is that they do their best, and we value hard work, determination, and thoughtfulness. We are proud of the extracurricular provision that we can offer, and we work hard to give our students plenty of opportunities to develop their confidence and creativity – both in and out of lessons.

We believe in clarity of communication, and the power of feedback. We always welcome open and honest dialogue between all those involved in and with the College. We are excited and optimistic about what the future holds for the young people and community which we serve.

Our Values and Ethos are:

Aspiration, Responsibility, Respect and Care

- To significantly stretch the performance and achievement of every student.
- To provide an exciting curriculum that makes learning enjoyable.
- To develop in each student a positive self-image and sense of worth.
- To promote high aspirations and high expectations.
- To develop respect for, and the recognition of, the needs of others.
- To enable each student to make informed decisions and exercise their rights and responsibilities.

To achieve all of this we will:

- Work in close partnership with students and their families.
- Engage effectively with other services in meeting all students' needs.
- Sustain an ordered community where expectations are consistently applied.
- Encourage students to take responsibility and develop leadership skills by working with each other.
- Promote enrichment activities which build on the curriculum and develop personal qualities.



SEND Administrator

Contract type:	Permanent
Hours:	37 hours per week
Working Pattern	Monday – Thursday 8:15am – 4:15pm Friday 8:15am – 3.45pm
Weeks:	39 weeks per year (38 weeks of school term time plus 1 week)
Holiday:	Pro rata entitlement of 28 days plus bank holidays taken during periods of school closure
Salary:	Orbis pay scale 9 - 13 (£24,099 - £25,727 FTE), actual pro rata salary £20,921.61 - £22,334.96 per annum
Pension:	Generous local government pension scheme from day 1 of employment

We have an exciting opportunity for a SEND Administrator to support within our specialist learning support department at Kingsthorpe College. We wish to appoint an outstanding professional to support with SEND provision for a specific administrative support in a busy and active department.

The successful candidate would ideally be someone with knowledge and experience of SEND provision and have a passion for supporting vulnerable pupils. Be an excellent communicator with strong safeguarding knowledge who will maintain confidentiality at all times whilst working to achieve the best possible outcomes and wellbeing for our students.

The successful applicant will be morally aligned to our whole school ethos, have a positive, adaptable approach and have the ability to create strong relationships with both students and staff.

To apply please follow: <https://mynewterm.com/jobs/138932/EDV-2024-KC-70489>
Please note the College cannot accept CVs.

For More Information email: recruitment@orbismat.com
Kingsthorpe College, Boughton Green Road, Kingsthorpe, Northampton NN2 7HR
Tel: 01604 716106

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Job Description

Outline of Role:

To ensure the provision of an efficient and effective administrative support service to the SENDCO and members of the Learning Support Team to support their roles within school, in accordance with Trust policies and procedures.

Duties and Responsibilities:

- To support the SENDCO with creating systems and structures.
- Provide first point of contact for visitors and students, manage requests for meetings etc, deal with requests and queries, divert calls and arrange meetings as appropriate and arrange follow-up action if required.
- To prepare/manage all correspondence relating to Learning Support Department, including minutes for faculty meetings.
- To input and update data for students with Special Educational Needs in the school using provision mapping.
- Organise and review EHCP, RMC and SEND referrals and meetings.
- Co-ordinate meetings with students and external agencies including SEND services (SSS), Inclusion services, Counsellors, including arranging venues, recording all information on Arbor or Edukey, maintaining waiting lists.
- Maintain and input data/information to Arbor/Edukey.
- Liaise with the Pastoral team and Year 7 Team for new SEND admissions and SEND transition, and co-ordinate arrangements for the Year 7 SEND Information Evening.
- Arrange SEND parent events and meetings, sending invitations and collating responses.
- Provide specialist admin knowledge around statutory SEND meetings, referrals and reviews.
- Gathering/collating feedback, preparing documentation, liaising with parents and external agencies for Annual Review meetings and other EHCP meetings.
- Setting up staff access and training on provision map.
- Gathering student/parent and teacher feedback for SEND.
- Lunch/break duty support in the Learning Support Department.
- Manage room booking system for Learning Support Department.
- Keep updated on latest services, courses and support in the local area to communicate with parents.
- Ordering of stationery and other equipment such as such as fidget toys, specialist stationery etc.
- Management of SEND register and ensuring this is recorded correctly on systems.

General

- Display appropriate conduct, behaviour and communication skills when dealing with students and other members of staff, including a commitment to equal opportunities.
- Understand students' behavioural, emotional needs, learning difficulties and SEN.
- Have experience of working/dealing with other people in order to enable effective interaction with members of staff, parents, students and outside agencies.
- Have appropriate IT skills and experience of organising administrative/organisational systems.
- Undertake relevant training that will enhance the role within the College.
- Work towards ensuring adequate cover for absent colleagues.
- Manage the workload on a day-to-day basis.
- Be aware of and adhere to KC procedures for health and safety.
- Other duties in support of the College as decided by the Head teacher within the scope of this post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

ATTRIBUTES	JOB REQUIREMENTS	Essential/ Desirable
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Comprehensive knowledge of administrative procedures • An understanding of the challenges facing young people from a disadvantaged community • An understanding of the range of agencies and activities that provide support to vulnerable pupils • Microsoft packages • Awareness of deadlines • Appreciation and awareness of reasons for confidentiality when dealing with student records, safeguarding and SEN data • Of Arbor school information system 	E D D E E D D
SKILLS	<ul style="list-style-type: none"> • Effective written and verbal (in person or by telephone) communication skills in order to work with, and relate to, all interested parties of the Trust at all levels to understand and resolve questions or issues raised, and to interpret and advise on information. • Good literacy skills in order to provide the required level of support to the department. • Organisational and time management skills to multi-task, provide the necessary support to relevant interested parties, managing a number of priorities • IT skills to make efficient use of equipment in school and create accurate documentation to agreed deadlines 	E E E E
ABILITIES and QUALITIES	To: <ul style="list-style-type: none"> • Relate well to interested parties at all levels • Understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information where necessary, whilst being sensitive to people's needs and expectations. • Deliver advice and guidance to a wide range of recipients • Work individually and in a supportive team environment • Handle confidential information correctly and to act with discretion, tact and diplomacy • Prioritise workload to meet agreed deadlines • Be flexible, use initiative, and remain calm and focused during times of pressure • Analyse situations and information and make sound, qualified decisions • Build effective working relationships with colleagues at all levels • Excellent customer service skills with the ability to respond quickly as circumstances dictate • Be able to interpret and follow procedures and pay close attention to detail • Be reliable and punctual • Be resilient whilst having a good sense of humour • Drive with use of own vehicle to travel to schools within the Trust • A commitment to Trust values and ethos 	E E D E E E E D E E E E E D E

ATTRIBUTES	JOB REQUIREMENTS	Essential/ Desirable
EDUCATIONAL ACHIEVEMENTS	<ul style="list-style-type: none"> • Excellent literacy and numeracy skills equivalent to GCSE in English and Maths • Evidence of continuous professional development and training 	E E
EXPERIENCE	<p>Of:</p> <ul style="list-style-type: none"> • Working in an administrative position • Letter and report writing, setting up administrative processes and systems and taking notes of formal meetings and providing accurate minutes • Working in the school sector • Working in an environment of equal opportunities 	E E D E
SAFEGUARDING	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children as appropriate to the nature of the role which may include:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline 	E

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment