



Kings Langley Secondary School

Application Pack: SEN Administrator

www.kls.herts.sch.uk

Dear Candidate,

A warm welcome and thank you for taking the time to express your interest in the role of a SEN administrator at Kings Langley School.

We are proud to be an inclusive, mixed comprehensive school of some 1100 students, successfully operating as a stand-alone academy whilst valuing collaborative relationships both locally and wider afield. We are currently seeking to appoint an enthusiastic, self-motivated and well organised individual to join our friendly and highly successful support team. The successful candidate will have responsibility for the smooth running of all aspects of the examinations administration.

The school is determinedly committed to the development of “strong character” in order to provide students with the skills and moral fortitude to “make the right choices”. The extract below is written by Dr Tom Harrison from the University of Birmingham and forms part of his evaluation which awarded the school (the first in the UK) the award of National Character Kitemark Plus in June 2018. We are justifiably proud of our unique ethos and culture which attracts both national and international recognition.

It was clear it is the core mission of the school to do its part to develop values in its pupils that will help them flourish – and teachers and pupils were both able to link the development of character to moral development and wider societal flourishing.”

–Dr Tom Harrison

The professional and personal development of all staff is a key focus for the senior leadership team as we strive to build a school which aspires to the highest possible standards but not at the expense of personal well-being or happiness. We want a culture where colleagues are confident to take risks and learn from their mistakes, safe in the knowledge that they will be supported through a careful programme of induction and personalised professional development.

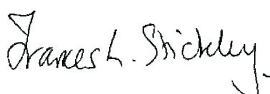
The Governors are determined to ensure that our focus on the development of the whole child and strong character is matched with the highest possible academic standards as we look forward with excitement to further success and growth.

We look forward to hearing from you.

Kind regards



David Fisher
Headteacher



Frances Stickleby
Chair of Governors



School of
CHARACTER



Artsmark
Platinum Award
Awarded by Arts
Council England

The Kings Langley School: Job Description (Support Staff)

Title of Post	SEN Administrator
Grade (including allowances)	H3
Reporting to:	Special Educational Needs Coordinator (SENCO)
Date	September 2020
Time/Hours	25 Hours per week/39 weeks per annum. 9.30am—2.30 pm Monday to Friday

Kings Langley School is a national lead school in the development of Character Education. The formation of strong character is at the heart of our curriculum and is a central foundation of our defined school culture and ethos. Consequently, all colleagues are expected to contribute positively to character formation, understanding that behaviours are both taught and modelled.

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school. This role description will be reviewed every 3 years or sooner if required.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training (refer to "Investors in People" documentation for more details)
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide a courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

Duties Specific to the Post

- Act as the first point of contact for all visitors to the Learning Support department.
- Deal with routine emails, telephone and face to face enquiries.
- Provide direct support and assistance to the SENCo, assisting with diary input, event management and general prioritising.
- Liaise with the SENCo, Key Stage offices to co-ordinate and arrange meetings.
- Maintain and update the SEN register on SIMs, under the guidance of the SENCo.
- Upload SEN data to SIMs, eg EHCPs, professional reports, advice sheets etc.
- Support the administration of access arrangements by collating information from teachers, liaising with the specialist teacher and processing the access arrangement application in accordance with the JCQ regulations. Communicate approved access arrangements to teachers, parents and the exams officer.
- Co-ordinate the access arrangements and laptops for internal and external exams. Arranges students in accordance of access arrangements, timetable rooms and staff, using knowledge of students to ensure the balance of student needs are met. Prepare exam packs for each room of each exam contain all necessary information and equipment.
- Liaise with further education colleges or 6th form schools to provide confidential JCQ's Form 8 information regarding the access arrangements of students.
- Support the administration of the new year 7 intake, co-ordinate transition visits, co-ordinating the administration and marking of reading and spelling tests, ensuring data is recorded, collated and distribute to staff.
- Support the administration of Education, Health and Care Plans (EHCP) including sending out requests for information from staff and other relevant organisations. Collating attainment, attendance and intervention data. Prepare the documents prior to submission.
- Monitor students who enter the Learning Support Department, communicate issues to Learning Mentors, Pastoral Leaders or Administrator in the main office.
- Supervise and monitor students with special medical needs and notify first aiders and SENCo as necessary regarding interventions. Attend meetings regarding individual students medical requirements.
- Complete Single Service Request (SSR) Forms, liaise with parents and outside agencies.
- Facilitate and supervise Quiet Hub in Learning Support at lunchtimes. Supervise students whilst present.
- Provide minutes from the Learning Support department meeting and communicates staff movements via the purple pages on a weekly basis.
- Liaise with Outside Agencies as and when required.
- Provide routine administration support e.g. writing letters, photocopying, filing, faxing, emailing and completing routine forms.
- Undertake typing, word processing, data imputing and other IT based tasks.
- Maintain manual and computerised information systems.
- To carry out supervision duties of students at break/lunchtime as required.
- Carry out other duties as required, and as are commensurate with the appropriate pay scale.

Knowledge, Skills and Personal Attributes

- Be well organised and meticulous in record keeping, filing, planning and letter writing.
- An ability to use relevant technology to an appropriate level, for example, computers and peripherals, photocopiers.
- Have an excellent telephone manner, being able to adapt responses according to the humour and situation of the caller.
- Present a courteous and friendly manner to all visitors to the school, having due regard to “customer service best practice” attributes.
- Have good numeracy and literacy skills, with a focus on good grammar and spelling.
- Ability to relate well to students and adults.
- Exhibit high moral standards in dealing with confidential and sensitive situations.
- Appropriate knowledge of first aid.

Working at Kings Langley School

Staff Development

Currently there are 68 (65.5 FTE) teaching staff and 38 (27.4 FTE) support staff working at the school. Particular attention is paid to new staff induction, staff development and staff participation. There is a comprehensive in-house training programme for all staff and we also support colleagues in attending numerous external events including Herts for Learning's comprehensive programme of training courses. These include induction conferences for NQTs, to help deal with the challenges of the first years; training for leaders on how to prepare for the new curriculum; and everything in between, including subject and role-specific training.

Each year all staff have an opportunity to review their work and set objectives at an appraisal meeting. There is a robust system of pay progression in place for teaching and support staff.

Support for newly qualified teachers includes a reduced timetable, planned induction programme starting in July and mentor support. The school has a strong partnership with the University of Hertfordshire. We participate in its ITT programme and as a lead school have appointed teachers through School direct (salaried and non-salaried) routes. The school frequently hosts work experience visits for those interested in a career in teaching.

Facilities

Kings Langley School was re-developed under the Priority School Building Programme and we took delivery of a totally brand new school building in September 2016. The school has excellent teaching facilities with each learning area having its own suite of rooms with state of the art technology to support students' learning and enrichment activities.

