



SEND ADMINISTRATOR

TERM TIME

ASSOCIATE PAY SCALE 4
£27,855 (FTE)

TERM TIME ONLY: 39 WEEKS, 35 HOURS PER WEEK

SAFEGUARDING

Harlington School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All job offers are provisional until such time as the school has undertaken appropriate safeguarding checks and is satisfied that successful candidates are suitable to work with children and young people.

WWW.HARLINGTONSCHOOL.CO.UK

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PINKWELL LANE, HAYES, MIDDLESEX, UB3 1PB



WELCOME FROM THE HEADTEACHER

Welcome prospective colleague, to quite possibly your next role and a life changing experience for both yourself and our students. Thank you for showing an interest in joining our team and working alongside us here at Harlington School. If successful you will be joining a dynamic, diverse and passionately committed team of highly professional staff. All of our staff place our students at the heart of everything we do.

Our vision is to enable each and every one within our School community to 'Be the BEST version of themselves'. Be it ourselves as staff or our students, we believe in being the best in ourselves so that we can bring positive solutions to make the world a better place. In an ever-changing world we aim to keep moving forward and to be part of the positive solutions...

We look after our staff here, using coaching and joint collaboration model for improving professional practice and pedagogy. Middle and senior leaders work hard to support staff with behaviour management to ensure you have the skills and support to teach without interruption. We see professional development for all associate and teaching staff as the foundations of our success. Whatever post you are applying for, you will be incredibly well supported in your professional development to become an outstanding practitioner. We are highly regarded by ITT providers for the quality of training that we offer to colleagues at the beginning of their careers, and for more experienced colleagues, professional development is a key priority; colleagues are frequently promoted after working with us. Associate staff are equally supported to develop their professional practice, with industry 'gold standard' accreditations, and we have a stable staffing with low annual turnover.

Harlington School has a responsibility for, and is committed to, safeguarding and promoting the welfare of students and young people, and ensuring that they are protected from harm. All positions are subject to an enhanced DBS check and we take pride in being an equal opportunities employer.

Harlington has undergone significant transformational change over the last few years coupled with significant improvement in progress outcomes and examination results. Anticipating moving into our new building in November 2023 (phase 1/2), we are a happy, successful and popular oversubscribed school, with waiting lists in every year group. Much of this has been due to the successful inclusive culture fostered over many years by the staff and students at Harlington.

Our teaching and student facing staff aim to deliver quality first teaching approaches that builds both the keys to successful academic outcomes alongside the stability and resilience to thrive as an independent successful contributing adult. Our associate staff work tirelessly to deliver a professional, outstanding quality of practice with the students at the heart of their work, understanding that regardless of role our priority always remains the safety, wellbeing and improving the life chances of our students. It is these common goals and the ability to see challenges as opportunities rather than barriers that enables our collective and unified response, built over many years of dedication to the students of our Harlington School community.

Where we support, coach and promote successfully from within, we are also in the position to recruit transformational staff who can support, build on and enable our continued growth and change. We look for individuals with the capacity and drive to succeed, see solutions rather than problems, and are glass half full individuals with the ability to recognise that regardless of role, our students are paramount and that they have solutions to enable a better tomorrow.

We work hard, but the rewards are immense. We aim to maintain a work life balance so that in protecting each other we enable us to be at our best professionally and committed in the time we are here. We have a supportive culture where staff wellbeing is augmented by our commitment in constant improvement to keep moving forward.

We welcome contact prior to application (email recruitment@harlingtonschoo.org) – please contact HR if you would like to see us in action, and we'll do our best. I would like to wish you every success in your future career, and look forward to receiving your application if you choose to apply for this position.

Yours sincerely,

Mr A DOnofrio
Headteacher



THE ROLE

SEND ADMINISTRATOR

SALARY: Associate Pay Scale 4

DAYS AND HOURS:

This is a term time only appointment. The post holder is employed for 39 weeks per year, which includes 5 training days. Full details of employment hours are contained in the contract, but the main working hours are 8am – 3pm, inclusive of a 20-minute Lunch break. The Post holder will also be expected to attend occasional after school events such as parents' evening. Full details of employment hours are contained in the contract.

HOLIDAY

As this is a term time only position, holidays occur during the published holiday periods of the school. Time in lieu must be negotiated in advance with the line manager.

SALARY

Scale 4, Point 7, £27,855 (fte), 5 days per week.

ROLE:

It is an exciting time to join the team at Harlington School. With a new Headteacher in post since Summer 2022, a new building opened in October 2023 and a new vision for the school, it is the perfect time to join our journey.

We are looking for an innovative and experienced administrator to work as part of our newly-formed Triple S: Student Support Services Team incorporating our Learning Development Department, Designated Unit and Specialist Resource and Personalised Curriculum Provisions. You will support the work of the team leads and report directly to the Assistant Headteacher for Inclusion.

As a key member of the Triple S team, you will have the needs of children and families front and centre. You will be the first person to respond to communication from our families and will understand that first impressions count.

Your work providing effective administrative support to the team leads will be vital in facilitating their specialist work and will have more of an impact on the progress of some of the most vulnerable learners in our community than you will ever know.

Knowledge of the SEND Code of Practice (2015) is desirable, but proficiency with excel and MIS systems is vital. Your day to day tasks will be varied, but include taking minutes, answering phone calls and developing systems to manage SEND processes and paperwork efficiently. You will have the patience and good-humour to support students with questions and colleagues juggling competing demands.

LINE OF RESPONSIBILITY:

The Send Administrator is directly responsible to the Assistant Headteacher for Inclusion.



APPLY:

Applications are to be made electronically using the school application form available on the website. All enquiries and applications via email only to: recruitment@harlingtonschool.org. If you require any further information or wish to discuss this role in more detail please contact the Director of HR and Admin, Vanessa Chettiar via the recruitment email.

We are committed to safeguarding and promoting the welfare of children, and to equality of opportunity. Enhanced DBS clearance will be required. No agency enquiries. CVs alone will not be accepted.

CLOSING DATE: Rolling

INTERVIEWS: TBC

shortlisting and interviews may take place before closing date for suitable candidates.

If you have not heard from us within one week after the closing date, please consider your application as unsuccessful.

SELECTION AND INTERVIEW PROCESS

APPOINTMENT PROCEDURE

The appointment procedure will be based on the following activities:

- Shortlisting based upon skills and experience that meet the person specification and job description
- Suitable references and safeguarding checks occurring prior to, during and after the interview process.
- HR interview
- Interview panel
- Task

Please note that we shall be following up references after shortlisting has taken place. Please ensure that you complete all sections of the application form. Gaps in employment history will be explored with you at interview, and we ask that you bring copies of your qualification certification with you – thank you.

REVIEW OF THE JOB DESCRIPTION

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post-holder may be required to undertake additional duties as required by the Headteacher. This job description will be reviewed and updated as necessary in July 2024, in consultation with the post-holder and the Headteacher

Person Responsible: Headteacher.

CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.



JOB DESCRIPTION

JOB PURPOSE:

The SEND Administrator is responsible for:

- Providing secretarial and administrative support to Triple S: Student Support Services Team (Inclusion Faculty).
- Maintaining an effective and efficient administrative system to ensure sensitive information is kept up to date and confidential.
- Being a fully effective member of Triple S (Inclusion Faculty), by collating, monitoring and providing any statistical data required.
- Contributing to the overall ethos, work and aims of the school.
- Other duties of an appropriate level and nature may also be required, as directed by the Assistant Headteacher for Inclusion or the Senior Leadership team.

KEY TASKS AND RESPONSIBILITIES

OPERATIONAL

- With the Assistant Headteacher and SEND Team Leads, collate, analyse and interpret assessment data, including auditing data for accuracy and investigating anomalies.
- With the Assistant Headteacher and SEND Team Leads, be a point of contact with the London Borough of Hillingdon to facilitate student admissions and transitions.
- Schedule review meetings and prepare relevant student data, e.g. school reports, attendance data etc.
- Ensuring pre and post meeting paperwork for SEND meetings (PEP, EHCP and professionals) is sent to all parties by deadlines and pupils' folders are kept up to date.
- Organise and collate information/data/evidence/feedback from staff about students in preparation for review meetings or for external agencies.
- Complete referral forms for outside agencies i.e. RSA forms, Specialist Teaching referrals etc.
- Work to strict deadlines as set in terms of annual reviews and Educational Health Care Plans.
- To assist with all Year 6 transition matters, i.e. booking visits, primary school visits, collating student information including medical matters.
- Liaise with Post 16 providers and forward on student SEN/exam information and assess arrangements and reasonable adjustments information (AARA).
- Circulate outside agency reports to the relevant staff members.
- Communicate effectively in writing and by telephone with parents/carers and staff.
- Anticipate and plan ahead appropriately for regular/upcoming events and tasks.
- Organise distribution of staff requesting feedback from NHS CAMHS.
- Organise collation of forms from staff to return to external agencies within tight deadlines.
- Monitor all relevant paperwork for Annual Reviews, internally and with external partners.
- Prepare student risk assessments as guided by the Assistant Headteacher and SEND Team Leads.

ADMINISTRATIVE

- Enter details of new students going on to the Inclusion/SEND register.
- Use SIMS to generate letters/emails to inform parents of any changes in SEND provision.
- Use SIMS/email/phone calls to invite parents to review meetings.
- Type and circulate minutes of meetings to staff team.



- Carry out routine administrative support, including photocopying materials, scanning etc. as required.
- Maintain the SEND diary of expected visitors and liaise with colleagues when visitors arrive.
- Manage diary of Assistant Headteacher and support as and when the other SEND team leads.
- Maintain accurate pupil records. Keeping essential telephone numbers and addresses up to date.

GENERAL

- Maintain a confidential and discreet manner at all times, and ensure that all information is managed in accordance with data protection and safeguarding requirements.
- Report any safeguarding concerns in accordance with School and safeguarding policies and procedures.
- Maintain good relationships with all staff, students, parents/carers and other professionals. Represent the school in a positive and professional manner at all times.
- Research and order SEND resources.
- Attend relevant meetings and training sessions where appropriate.

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- This job description will be reviewed and updated as necessary in July 2024, in consultation with the post-holder and the Headteacher
- Person Responsible: Headteacher



PERSONAL SPECIFICATION

Personal specification

Qualifications & Relevant Experience	Essential	Desirable
Studied to a minimum standard of GCSE (grade A*–C/ 9-4) or equivalent, in English and mathematics.	✓	
Experience of working with secondary aged young people in a learning environment and in a supervisory capacity	✓	
Further or higher education qualifications relevant to the field.		✓
Experience of working in a school or similar establishment.		✓

Skills & Abilities	Essential	Desirable
Ability to build and form good relationships with students, and colleagues.	✓	
Ability to relate well to and motivate students/young people	✓	
Ability to learn and use a range of strategies to deal with classroom and individual student behaviour.	✓	
Good standard of numeracy and literacy skills.	✓	
Can use ICT packages and equipment effectively to support learning.	✓	
Initiative and ability to prioritise one's own work.	✓	
Able to work flexibly and respond to unplanned situations.	✓	
Working knowledge and experience of national requirements regarding curriculum and relevant learning programmes.		✓
Good understanding of child development and learning processes.		✓

Personal and Interpersonal Qualities – all posts	Essential	Desirable
Be prepared to adopt and support the core values of Harlington School , in order to play your part in providing high quality education and support to our students and other staff colleagues	✓	
Understand, promote and uphold policies for safeguarding students and young people	✓	
Maintaining absolute confidentiality and integrity; being trustworthy and honest.	✓	
Excellent interpersonal and communication skills; a non – judgemental team player	✓	
Positive, 'can do' approach to tasks and workstreams	✓	
Calm and patient; emotionally resilient in challenging situations	✓	
Energetic, enthusiastic and good attendance and punctuality.	✓	
Professional in attitude, conduct and appearance – a role model to young people	✓	
Planned and organised approach to workload	✓	
Excellent written and verbal communication skills	✓	
Good ICT skills including Excel.	✓	
Thinking laterally and open to new ideas and approaches	✓	
Committed to professional training and development	✓	
Committed to equality and diversity	✓	



SCHOOL BACKGROUND INFORMATION

Harlington School is a large school in the southernmost part of the London Borough of Hillingdon. After a period of very high student mobility, the school is now successful and oversubscribed.

We are a Foundation, mixed ability comprehensive school, with a small Specialist Resource Provision for children with Physical and Sensory Disabilities. The School has been in the top quintile nationally for FSME6, EAL and mobility for a number of years, but since 2016, we have moved nearer to the national average for deprivation, although we are still in the 4th quintile. Prior attainment on entry is below the national average in all year groups, but the number of highly able students is increasing year on year. Our staff and students are passionate, friendly and diverse, hailing from across the globe. More than 60 languages are spoken at the school, and we are renowned for our inclusive, supportive culture. Our admissions policy includes priority placement for the children of staff. Currently we employ approximately 162 staff, including teachers, associate staff and apprentices. We also host up to 20 Beginner Teachers every year, from a number of ITT providers including the Hillingdon SCITT, a number of universities and we also train colleagues from Teach First.

The school has a number of links with other schools, and external accreditations. We are an IQM Flagship School, an Arts Mark Gold School and are pleased to be in receipt of the Schools' Wellbeing Award. In September 2018 and we were featured in the Parliamentary Review:

<https://www.theparliamentaryreview.co.uk/organisations/harlington-school>

In our most recent Ofsted Section 8 inspection in April 2018, the school was judged as continuing to be Good.

<https://reports.ofsted.gov.uk/provider/23/102451>

NEW TO THE TEACHING PROFESSION?

Your training and development needs are fully supported in your ECT years and beyond. We have a full-time professional tutor in addition to your faculty mentor, to guide and support you and there is a weekly ECT training programme in addition to other professional development programmes. Loadings are reduced, and we give you a classroom that is located near to more experienced staff in the faculty. Wherever possible we look at not only the number of periods you teach but also the number of classes that you are responsible for, in your first year.

We actively promote collaborative and reflective practice, and support colleagues who are new to the profession in developing positive relationships and effective behaviour management strategies, as well as developing effective techniques to reduce workload. We know that the first couple of years in the profession are hard work as you develop your craft, and we encourage you to share in your successes, but also not be afraid to ask for help if you need it.

We offer the opportunity of paid employment for the last three weeks of the summer term prior to September contracts commencement.

TEACHING STAFF: LEARNING, ASSESSMENT AND PROFESSIONAL DEVELOPMENT

Teaching is good at Harlington as a result of a whole school commitment to continual discussion and improvement of the teaching craft. We have reduced teacher loadings for many teachers to create a weekly Joint Planning Time for subject areas during the school day, and we have used our training day provision to create regular Teacher Development meeting slots after school. We have a Teaching Team comprising of Lead Practitioners and a Professional Tutor who are highly regarded for their support and CPD programmes for all staff. Staff who are relatively new to the profession are given time, energy and care to support their training. We very rarely ask teachers to teach outside of their specialism, and we are investing heavily in developing a trust based, coaching model. As a result, teaching quality has further strengthened since Ofsted judged it to be good in 2015, and this was reconfirmed in the recent 2018 Section 8 visit. We are highly regarded by Teach First and a number of universities, who place large numbers of Beginner Teachers on placement with us. Staff are encouraged and supported to gain additional qualifications, and we currently have staff undertaking National Professional teaching accreditations, as well as Lead Practitioner and Masters' Degrees. There are 'step up' programmes for emerging middle and senior leaders, and coaching opportunities for the Middle and Senior Leadership Team. Preparation for Headship is established, with 4 colleagues either undergoing or have completed NPQH, the 'Head for a Day' Programme.



We are developing our virtual learning platform, migrating to Microsoft Teams this year for student communications, remote learning and pedagogy to provide a wider range of curriculum resources to students. We are actively moving away from 'marking' to 'feedback', and developing best practice in moderating students' work when evaluating progress.

ASSOCIATE STAFF: ETHOS, VALUES AND PROFESSIONAL DEVELOPMENT

Associate staff are expected to be committed to supporting and educating young people, whether or not their job involves working directly with the students. Everything that we do is to provide a high-quality educational experience for our students. Associate staff are encouraged to develop their own professional development and have equal access to the staff development budget. We are currently supporting entry level and higher-level apprenticeships in finance and learning support, and we have a great track record in supporting staff into teacher training from a learning support assistant background. Industry accreditations such as CLEAPPS and HAS training is also encouraged and supported.

HOW TO FIND US

Harlington School is situated at the southern end of the London Borough of Hillingdon, near the M4 and Heathrow Airport. We have good access to London to our east by road, rail and underground. There is also easy access to the countryside of Berkshire, Buckinghamshire and Hertfordshire via the M4 and M45

BY BUS
U4 Uxbridge – Prologis Park via Hayes & Harlington Station.

BY RAIL
Hayes & Harlington Station from Paddington, Ealing, Reading and Slough.

BY CAR

Exit M4 Junction 4, Following signs towards Hayes. If you wish to use your Sat Nav to find us, postcode UB3 1PB. Please park in the car park accessed from Dudley Place.

