



SEND Administration Support Officer

APPLICATION PACK



Dear Applicant,

Thank you for showing an interest in joining The Bolton Impact Trust.

Bolton Impact Trust Academies have been delivering high quality Alternative Provision and Special Education to students in Greater Manchester and Lancashire for over 20 years and we are proud of our track record of making a real difference to children's lives in our area.

Our aim is to inspire every young person to acquire the knowledge, skills and experience necessary, both inside and outside the traditional classroom environment, to fulfil their true potential. Developing self-esteem, confidence and resiliency are major goals for us and preparing our young people to enjoy worthwhile and fulfilling lives back in their own communities after attending the Impact Trust Academies is a crucial part of our work.

We think that our Trust is a very special place where we respect individuality, diversity and difference. Every child who joins us is afforded a fresh start and every adult who joins our team is given the opportunity to contribute. Staff Wellbeing is extremely important to us, and we offer attractive support packages including Employee Assistance Programmes, Wellbeing Credits and enhanced CPD opportunities.

We are now looking to appoint a SEND Administration Support Officer at our Lever Park Academy. If you are a dynamic, motivated, conscientious professional who has a passion for working with children and young people and you feel you have the skills and personal attributes to work as part of an innovative, energetic and ambitious Academy Team we would love to hear from you.

Yours faithfully

Paul Hodgkinson



CEO – Bolton Impact Trust

WELL-BEING AT THE BOLTON IMPACT TRUST

The Bolton Impact Trust recognises that staff are our most important assets, and we wish to support them fully to thrive both personally and professionally. We recognise that there is a correlation between the wellbeing of our staff and the quality of provision that we offer to our students, so we wish to promote a consistent trust-wide approach to wellbeing for our staff. We want our staff to thrive, come to work happy and leave work happy.

Our whole Trust vision is for all staff to enjoy successes at work and to develop their experience and skills to become excellent at what they do. Our wellbeing mission and aims are built in culture rather than as a set of stand-alone wellbeing activities. We believe that wellbeing is a constant state of botheredness for all.

Our wellbeing pledges

- We demonstrate compassionate leadership at all times
- We promote the concept of 'it's nice to be nice'
- We challenge any instances of non-compassionate leadership
- We create a constantly open 'support window' for staff
- We survey staff regularly
- We recognise outstanding staff performance regularly (praise culture)
- We offer high-quality CPD
- We consistently apply Trust policies
- We ensure that scrutiny leads to support, not judgement
- We look to create better environments for staff to work in
- We put resources aside for wellbeing activities
- We create Leadership Spaces for staff to work without external interference
- We provide opportunities for staff to collaborate with colleagues from across the trust and from external networks

Some examples of wellbeing activities include:

- Workload reduction strategies being reviewed regularly
- Making adjustments to working conditions for staff when required
- Clear email expectations – we do not expect our staff to read or respond to emails outside of working hours unless they want to
- Providing free refreshments each day
- Access to 'wellbeing' credits which allows agreed time off work
- Access to free counselling and Occupational Health
- Access to free physiotherapy
- Providing pastoral drop-ins and confidential supervision sessions for staff
- Fresh water dispensers on all sites
- Providing creative opportunities for connecting with staff and promoting their wellbeing (e.g., breakfast meetings, shared lunches,)
- Employee Assistance programme
- Menopause support
- Men's Health promotions
- Extensive opportunities for staff development (CPD programme)
- Equality Champions
- Wellbeing Champions

ADVERT – SEND ADMINISTRATION SUPPORT OFFICER

Bolton Impact Trust (BIT) are seeking to appoint an enthusiastic and dedicated SEND Administration Support Officer to start as soon as possible, to support our SENDCo and Designated Safeguarding Lead at our Lever Park Academy. This is a new and exciting role for the right candidate.

Why you?

- You have experience in working in a busy administration role within a school
- You are highly organised and an effective communicator.
- You are welcoming, highly resilient, adaptable, and personable.
- You are passionate about working with children and young people with SEMH needs.

The successful applicant will be enthusiastic, positive, optimistic, flexible and motivated, with personal drive. You will be able to communicate effectively with adults and pupils and have an ability to work as part of a team.

Why choose us?

- At BIT we value all members of staff. We have a strong focus on staff wellbeing, providing access to wellbeing support services via a dedicated wellbeing charter
- We are a growing Multi Academy Trust (MAT)
- Staff receive guidance and support from an experienced executive leadership team who invest in the development of their teams and the Trust
- A wide range of CPD opportunities
- A Competitive salary
- Fantastic Local Government Pension Scheme and continuous service from local government roles

This role is Term Time plus 5 days

To apply, please follow the link and complete an online application form. The link can be found on the vacancies page of our website.

<https://www.boltonimpacttrust.org.uk/join-us/vacancies>

Visits to the Academy are welcome by prior arrangement. Candidates should contact the Academy Lead Mr Matthew Taylor on 01204 332666 or email:

TaylorM@boltonimpacttrust.org.uk

Applications should be submitted by Midnight, Sunday 12th May to Tracey Nicholls,
Office Supervisor email NichollsT@boltonimpacttrust.org.uk

Interviews will be held week commencing the 20th of May 2024

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Following shortlisting we will also undertake an online search on all applicants to confirm a candidate's eligibility, and to identify any potential safeguarding concerns or risks to the Trust's reputation.

This post is subject to an enhanced DBS check.

Bolton Impact 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 and individually take responsibility for doing so.

JOB DESCRIPTION

Job Title	SEND Administration Support Officer
Salary	Grade 5 Term Time Plus 5 days Actual Salary £22,246 - £24,964 (Pay award pending)
Location	Lever Park School Stocks Park Drive Horwich BL6 6DE
Hours of Work	37hrs (<i>Part-time hours will be considered</i>) Term time, plus 5 days
Contract	Full time, Permanent
Responsible to	SENDCo

Job Purpose:

To provide administration support to the SENDCo and Designated Safeguarding Lead, including supporting the SEND annual review processes, planning, scheduling and attending meetings, maintaining accurate records and liaising with external agencies.

Main Duties:

The duties and responsibilities listed below are indicative of the tasks the SEND Administration Support Officer will perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise. Lever Park is a multi-site academy and staff may be required to work at either site or travel to additional academies and meeting venues.

Annual Review Process

- Managing and maintaining an annual review schedule
- Preparing the necessary data and information for the annual review process
- Liaising with outside agencies in relation to the annual review process
- Collecting and collating information in preparation for all annual reviews
- Distributing documents and reports in a timely manner in advance of the annual reviews
- Attending and taking minutes for annual review meetings

General Administration

- To prepare draft letters and reports on behalf of the SENDCo as required
- To keep and maintain all records relating to SEND

- To support the SENDCo in monitoring and maintaining the school's objective tracker system
- Assisting with production, circulation and promotion of student information
- Providing accurate and timely administration for internal and external reporting needs
- Supporting with the transition of new pupils into the school, liaising with referring schools, the LA and admissions to ensure that all SEND information is received in a timely manner and uploaded/stored in line with our data protection policies.

General duties

- To deal with the administration of all new SEND students to the school, liaising with feeder school, LA, staff and parents and other stakeholders
- Liaising with parents and other stakeholders, including outside agencies
- Supporting the SENDCo with training/CPD for Learning Mentors and Teaching Staff
- Ensure confidential and clear communication of information at relevant levels is timely, efficient and accurate.
- Ensuring that confidentiality is observed at all times and abide by the Data Protection Act

Safeguarding

- To support the DSL and Teacher for looked after pupils with the educational offer for all CLA pupils as required
- Dealing with situations of a sensitive nature and adhering to guidelines on data protection, confidentiality and safeguarding as appropriate
- Attend and take minutes at multi-professional meetings as appropriate
- To support the DSL with the effective implementation of the early help process across the school

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PERSON SPECIFICATION

Personal Attributes required (based on the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
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QUALIFICATIONS AND TRAINING

GCSE English & Maths (Grade C/4 or above)	E	AF
Evidence of Continued Professional Development	E	AF
Driving Licence	E	AF/I
Level 3 Safeguarding Training	D	AF

EXPERIENCE

Experience of working in a school/education environment	E	AF/I
Experience of maintaining accurate records	E	AF/I
Experience of multiagency working	D	AF/I
Experience of attending /chairing meetings	D	AF/I

KNOWLEDGE AND SKILLS

Ability to use MS Office software packages such as Word, Excel and Outlook and bespoke educational software systems.	E	AF/I
Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	E	AF/I
Working Knowledge of CPOMS	E	AF/I
Excellent communication skills both written and oral, with staff and students.	E	AF/I
Good organisational skills, including time management	E	AF/I

Knowledge of SEND Processes and procedures	E	AF/I
Knowledge of child protection regulations.	D	AF/I
Knowledge of the Early Help Process	D	AF/I
Ability to take minutes at meetings	D	AF
PERSONAL ATTRIBUTES		
Committed to the development and ethos of the Trust	E	AF/I
Enthusiasm, commitment, determination	E	AF/I
The highest expectations of yourself, your staff and students.	E	AF/I
Work effectively as part of a team developing positive relationships with colleagues, students, parents/carers and other agencies, as appropriate.	E	AF/I
Personal resilience, persistence and perseverance	E	AF/I
Be flexible in response to the needs of the school	E	AF/I
Ability to maintain strict confidentiality and discretion at all times	E	AF/I
Comfortable working with young people and families with challenging behaviours	E	AF/I
Willingness to work across the trust and share good practice.	E	AF/I
Committed to own professional development	E	AF/I