



Dear Applicant

Thank you for showing an interest in the SEN Administrator post at Portchester Community School.

This position is an excellent opportunity for an experienced, enthusiastic and committed individual to join our Learning Support Department.

As a school we invest heavily in support and training and have a commitment to individual professional development.

All of the information required for application is available through our school's website; please ensure all forms are completed as instructed.

Visits to the school are welcome as well as informal discussions to support and inform your application. Please contact Mrs K Howell, SENCo, by calling 023 9236 4399, or email:

k.howell@portchester.hants.sch.uk

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle
Headteacher



SEN Administrator

Permanent, 37 hours per week

42 week contract (Term Time only plus three weeks)

Grade D. Actual Salary: £23,922 to £26,441 p.a.

Full Time Equivalent salary: £26,329 to £28,326 p.a.

Hours: Monday to Thursday - 7.30 am to 3.30pm

Friday - 7.30 am to 3pm

(Specific working hours are negotiable in consultation with SENCo)

Start date: As soon as possible

Closing date: Noon on Wednesday 15 May 2024

Portchester Community School is a fully inclusive learning environment that hosts a resourced provision for Physically disabled children within a mainstream secondary school environment.

Our SEN team are looking for a person who is a strong communicator, is well-organised, is good with managing logistical opportunities, and has outstanding administrative skills. An understanding of SEN provision including EHCP would be helpful but is not essential as training will be given.

As part of the role, the successful candidate will be required to attend and produce notes of after-school Learning Support Department meetings. These meetings are scheduled throughout the academic year and dates are notified well in advance.

GCSE Grade 4/C (or equivalent) in English and mathematics is essential.

We are a growing 11 – 16 comprehensive school. Graded ‘good’ by Ofsted in our most recent inspection (January 2024) and graded as ‘outstanding’ for Personal Development. We pride ourselves in being highly inclusive and pupil focused. We were awarded the prestigious National SMSC Quality Mark Gold Award, for the second time in April 2024. We are very proud of our pupils and their achievements.

During the period of advertising the post potential candidates are welcome to contact the school by email to recruitment@portchester.hants.sch.uk to arrange a visit with the SENCo or Headteacher. Please provide at least two dates and times to support facilitating your request.

An Application Pack can be downloaded from our website at www.portchester.hants.sch.uk under the ‘About Us’ menu, or email: recruitment@portchester.hants.sch.uk

Please email your completed application to recruitment@portchester.hants.sch.uk or send to Portchester Community School, White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD, marked for the attention of Mrs Y Boxall, Personnel Services Leader. Please return the equalities monitoring form in line with the details shown on the form.

Closing Date: Wednesday 15 May 2024

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Online searches will be completed on all shortlisted candidates as part of the recruitment process.

We are an equal opportunities employer.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Portchester Community School, White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD.



Headteacher: Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD

T: 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | www.portchester.hants.sch.uk

Details about the post: SEN Administrator	
<i>Salary:</i>	Grade D 37 hours per week. Actual Salary £23,922 to £26,441 p.a. Full Time Equivalent Salary: £26,329 to £28,326 p.a.
<i>Contract Type:</i>	Permanent, Full Time 37 hours per week Monday to Thursday – 7:30am to 3:30pm Friday – 7:30am to 3pm Term-time only plus three week (42 weeks)
Safeguarding of pupils:	
<i>School statement:</i>	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
Context for the vacancy:	
<i>Start date:</i>	As soon as possible.
Terms and conditions:	
<i>School statement:</i>	This post is offered subject to the terms and conditions laid down in the School Teacher’s Pay and Conditions Document 2023.
Equalities Statement:	
<i>School statement:</i>	The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. The Governing Body recognises the value of a diverse and inclusive workforce. The Governing Body and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions. All decisions, including advertising of vacancies, shortlisting, selection, induction, appraisal, training, development, promotion, terms and conditions of employment, dismissal, and pay will be based on an objective and fair assessment of school requirements. The only personal characteristics which will be taken into account, will be those which are necessary for the requirements and proper performance of the work

	<p>involved. There will be no generalised concepts or assumptions about the characteristics of groups.</p> <p>The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability.</p> <p>The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.</p> <p>All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.</p>
Information about the recruitment and selection process:	
<i>Closing date for applications</i>	<p>Please email your completed application form to recruitment@portchester.hants.sch.uk by noon on Wednesday 15 May 2024. If you intend to email the equality monitoring form, please send in a separate email to recruitment@portchester.hants.sch.uk with the title: 'Confidential - equality monitoring form'.</p> <p>If you submit your application form by post, please return the equality monitoring form in a sealed envelope along with your application.</p> <p>If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: recruitment@portchester.hants.sch.uk</p>
<i>Interview date:</i>	To be advised.
Employment checks required:	
1	Fully completed application form.
2	Rehabilitation of Offenders Act declaration.
3	Online searches.
4	Right to work in the UK.
5	Disclosure and Barring Service check.
6	Employment history including explanation of any gaps.
7	Proof of academic and professional qualifications.
8	Occupational Health check.
9	Professional character references.
10	TRA check.

If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.



APPLICATION GUIDE

Vacancy Details

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

Job Description

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties. For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

Person Specification

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

The Application Form

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at www.portchester.hants.sch.uk or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form it is important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

Application Process

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.

When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.

As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email (recruitment@portchester.hants.sch.uk), or via the school on 023 92 364399.

The Short-listing Process

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.

Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

The Interview Process

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

As part of due diligence checks online searches will be completed on all shortlisted candidates prior to interview.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

References

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

Offers of Appointment

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

Statement on Safer Recruitment

Statutory Guidance "Keeping Children Safe in Education", issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of the school's Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; ensure safe and equitable recruitment and selection is conducted at all times; deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school's Child Protection policy and Safeguarding policies are available on request or on the school's website www.portchester.hants.sch.uk

What to bring to interview

Applicants selected for interview are asked to refer to the “Pre-employment checklist for Candidates” sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

Successful Confident Responsible

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



**Special Educational Needs Administrator
Local List of Duties**

Role Purpose: To support the SENCo and Learning Support Department in all aspects of administration.

Reports to: Special Educational Needs Co-ordinator (SENCo).

Accountabilities:

<p>Administration:</p>	<p>To carry out all administrative and clerical duties to support the SENCo including:</p> <ul style="list-style-type: none"> • managing / scheduling the LSA deployment across the school and managing revised scheduled due to staff changes / absence • Ensuring all Annual Review paperwork is completed and submitted within statutory time frames • Attending and taking minutes at Annual Reviews and other meetings as directed by the SENCo • Updating and maintaining the SEN Register and other records • Typing SEN Education Plans and arranging their reviews • Maintaining up-to-date records • Booking appointments • The management of the department calendar including managing the diary of the SENCo. • Handling correspondence on behalf of the SENCo • Reading, extracting and disseminating key items from sensitive reports • General administrative duties such as typing, formatting and editing of documents. • Ordering of office supplies • Under the direction of the SENCo, having responsibility for the administration of department timetabling, including liaising closely with the SENCo regarding LSA absence cover.
<p>Liaison/Communication:</p>	<p>To act as the first point of contact for the SENCo, including:</p> <ul style="list-style-type: none"> • Taking and responding to telephone enquiries, receiving visitors and arranging hospitality • Maintain personal correspondence such as emails for the SENCo • Liaising with parents, the Local Authority and other stakeholders as necessary. • Answering enquires, typing, sending letters and reports to parents/outside agencies.

Teamwork:	<p>A part of a large and forward-thinking Learning Support Department, collaborating and working with a number of staff and professionals.</p> <p>Assisting and administrating timetables.</p> <p>Assisting and helping to set up for Open Evenings, Tours and Taster Days.</p>
	Carrying out any other duties as directed by the SENCo commensurate with the general level of responsibility of the post.
Confidentiality:	<p>To work on a daily basis with highly confidential and sensitive information including:</p> <ul style="list-style-type: none"> • Dealing with situations of a sensitive nature. • The handling of communications on behalf of the SENCo such as personal emails and correspondence
Safeguarding:	The post holder is responsible for ensuring that all school and county child protection and safeguarding policies are adhered to and concerns are raised in accordance with these policies
Corporate and statutory initiatives – equalities/health & safety/sustainability.	To be familiar with school procedures and health and safety requirements, equal opportunities, data protection, confidentiality etc.

Role related knowledge, skills and experience	Essential	Desirable
Qualifications:	GCSE Grade C in English and mathematics (or equivalent)	
Skills, knowledge and aptitude:	Relevant previous experience in administration	Experience of working in a school setting
	Excellent I.T. skills (Microsoft office, email, internet etc.)	Knowledge of MIS database
	Proven track record of working with a team	Knowledge of the SEN system within schools.
	Efficient, organised and meticulous	Knowledge of the statutory process regarding SEN paperwork.
	Excellent verbal and written communication skills	
	Able to use own initiative and prioritise work load	
Skills, knowledge and aptitude:	Able to interact effectively with staff, parents, students and outside agencies	
	Understanding and sensitive to others	
	Discreet an able to maintain confidentiality at all times	

Personal attributes:	Willingness to learn new skills and acquire new areas of knowledge	
	A flexible and adaptable approach and the ability to multi-task	
	Able to work effectively under pressure	
	Keen to develop the role	



Job Hazard Form

This form highlights hazards related to the role that could pose a risk to the post holder.

Role Title: SEN Administrator

Manual Handling

The types of manual handling operation involved in this role are *objects*.

These manual handling operations are required on an *infrequent basis*.

The weights involved in these manual handling operations are *up to 6-10kg*.

Display Screen Equipment

This role will require the postholder to be a Display Screen Equipment User. This will involve use of a *laptop/desktop computer, virtual learning platform*.

Job Characteristics

This role involves working with children and young people *between 11 and 16 years old*. This role also involves working with children and young people with special needs including those with physical disabilities.

This role also has potential to involve *verbal abuse and/or aggression and this is likely on an infrequent basis*. The role is also likely to require behaviour management interventions for which the postholder will be trained

Work Equipment/Machinery

This role involves working with computers

COSHH (Control of Substances Hazardous to Health)

This role may require the postholder to *change printer toner cartridges on an occasional basis*.

Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.



Dear Applicant

Equality Monitoring

Thank you for your interest in the SEN Administrator vacancy at this school. The school operates an equality policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy it is essential that we monitor the profile of our applicants in relation to their age, disability, gender identity, race, religion or belief, sex and sexual orientation.

The equalities monitoring form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form located in the Vacancies section of the website under 'Applications Forms and Equalities Monitoring Form' and return it to me.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely

Mr R Carlyle
Headteacher



Policy Statement

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

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