



**WORK AT  
SHIPLEY  
COLLEGE**

# SEND Administrator (Learning Support)

## Shingley College - Great people, great place!

**Hours:** 35 per week. Term Time Only (40 weeks)

**Salary:** Actual salary £19,005 - £19,468.27 pro rata, per annum

**Closing Date:** Monday 22 July 2024 at 09:00 (We may close the advert early if sufficient applications are received. So early applications are advised)

**Interview Date:** Wed 31st July and Thurs 1st August 2024

**Start Date:** ASAP (subject to satisfactory pre-employment checks)

We are looking to recruit a well organised administrator to work under the direction of the Head of Learning Support in the Learning Support (ALS) Team. The successful candidate will work closely together to provide efficient administrative support to the department.

The post will provide general support to the ALS team and support the exams department with Access Arrangements, working within the legislation and exam board regulations.

<b>Benefits we offer include:</b>	<b>We are looking for someone Who has :</b>
<ul style="list-style-type: none"> <li>• Enhanced Annual Leave</li> <li>• Enhanced pension contributions</li> <li>• Access to a free gym on-site</li> <li>• Reduced cost of train travel*</li> <li>• Access to free on-site car parks</li> <li>• Professional Development opportunities</li> <li>• Shopping discounts with discount app</li> <li>• Occupational Health Services</li> </ul> <p>*qualifying period applies</p>	<ul style="list-style-type: none"> <li>• Level 2 in literacy and numeracy or equivalent (or be willing to work towards)</li> <li>• Strong IT skills</li> <li>• The ability to maintain confidentiality, demonstrate discretion and tact and work within GDPR</li> <li>• Excellent communication skills (face-to-face, on the telephone and in writing)</li> </ul>

**How to Apply:** Application forms can be obtained from [www.shingley.ac.uk](http://www.shingley.ac.uk). Completed applications should be submitted to [jobs@shingley.ac.uk](mailto:jobs@shingley.ac.uk)

<p>Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shingley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
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## JOB DESCRIPTION

<b>Job Title:</b>	SEND Administrator - Learning Support
<b>Responsible to:</b>	Head of Learning Support

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## ADMINISTRATOR (LEARNING SUPPORT)

### OVERALL PURPOSE OF JOB

This is an administrative post related to supporting our students who have special educational needs and disabilities (SEND). Under the direction of the Head of Learning Support, you will provide general administrative support to the Learning Support Team. The role will include completing relevant

### DUTIES AND RESPONSIBILITIES

- Regularly communicate updates to the wider team
- Ensure paperwork is completed within statutory deadlines in accordance with SEND reform



guidance

- To keep and maintain accurate student records using college systems and sharing within the wider team as required
- Use ICT packages to support efficient and effective practice
- Attend internal and external meetings as required
- To work collaboratively with the Head of Learning support and Exams team
- To provide excellent customer service skills including effective and professional telephone, face to face, and email communication skills within an appropriate context.
- To effectively manage a busy and varied workload in order to fully meet the needs of the role.
- Ensure a high level of confidentiality, maintained throughout all job duties.
- To effectively manage a busy and varied workload in order to fully meet the needs of the role.
- To effectively minute all meetings as required and update information in a timely manner.

## GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

## PERSON SPECIFICATION

Please ensure that you address in turn, each of these criteria in your application by providing evidence of how you meet the relevant criteria

### ESSENTIAL CRITERIA

In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.**

Level 2 in literacy and numeracy or equivalent (or be willing to work towards)
Previous successful experience in an administrative role
Ability to maintain confidentiality, demonstrate discretion and tact and work within GDPR
Excellent communication skills (face-to-face, on the telephone and in writing)
Strong IT skills (including Microsoft Office)

### HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Highly Motivated; Setting and achieving high standards for yourself and your learners
Experience of working in a SEND environment
Experience of work requiring accuracy, attention to detail and working to deadlines
Excellent interpersonal skills
Ability to work as part of a team as well as demonstrate ability to work on own initiative
Ability to implement, maintain and manage accurate information using a range of systems
Ability to arrange and manage diary, meetings produce agendas and minutes to ensure an efficient service
Excellent communication skills
Leadership skills
Creative approach to problem solving
Highly productive and accountable
Flexibility to work different shifts as required
Ability to use initiative

## DESIRABLE CRITERIA

*In order to score highly, we strongly recommend that you reference every point in this category where possible.*

Qualification in SEND
Ability to maintain effective relationships with stakeholders
Knowledge or experience of Safeguarding and the PREVENT agenda
Knowledge and experience of Equality, Diversity & Inclusion

## Message from the Principal



Shibley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shibley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the

individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of sectors. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

**Diana Bird**  
**Principal**

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## Shibley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

### OUR CORE VALUES

**Inspirational Culture of Collaboration and Partnership:** A team working closely with our stakeholders in a spirit of trust and integrity

**Aspiration, Professionalism and Achievement:** Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

**97% of students agree that the College is a safe place to learn.**

**Responsiveness:** Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

**Equality and Respect:** Celebrating the diversity and inclusion of our students and staff

**96% of students agree that College staff are friendly and helpful.**

