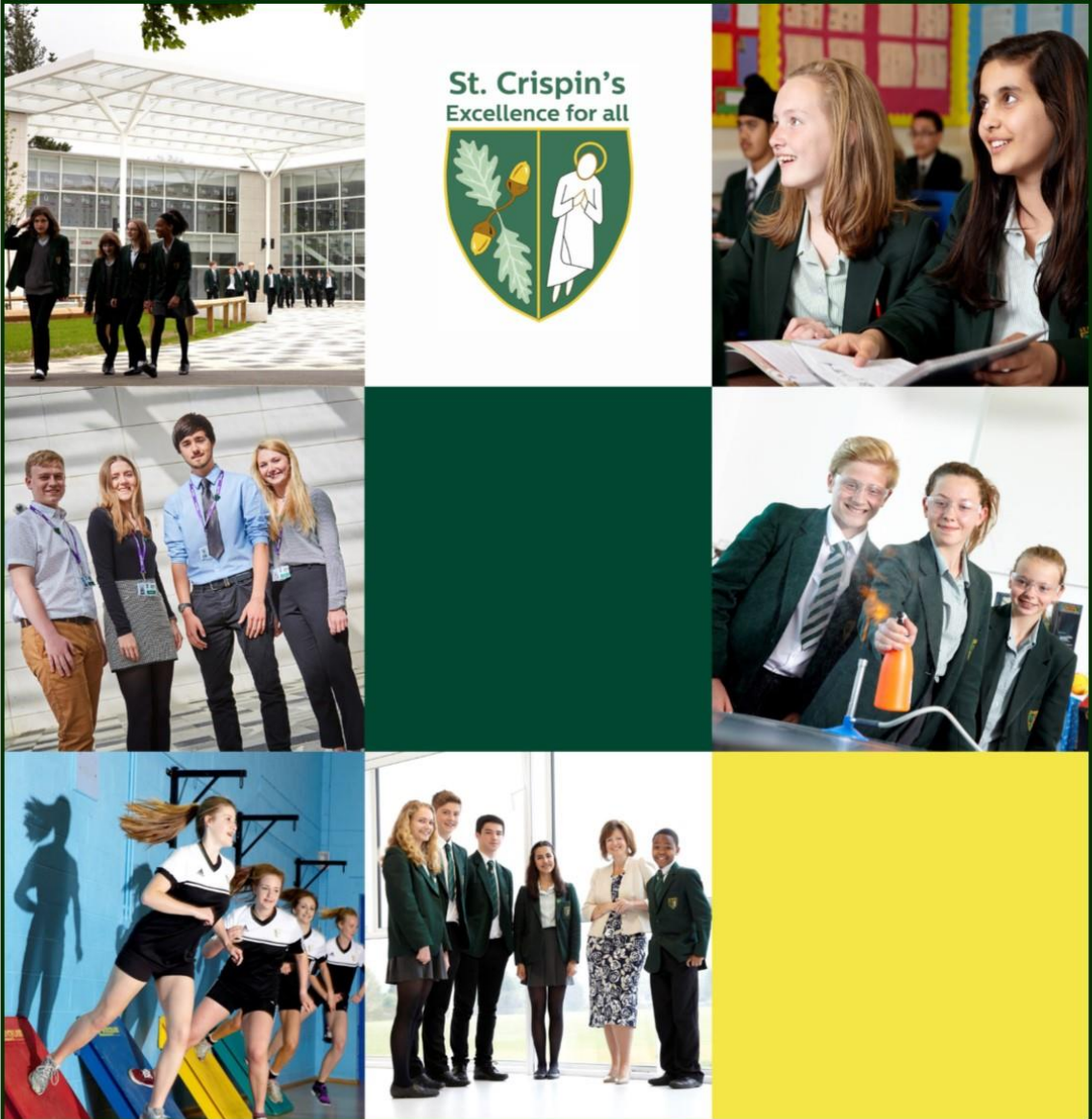


# Recruitment Pack



## Learning Support Administrator



St. Crispin's School is part of The Circle Trust, company number 11031096, registered at St. Crispin's School Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144





## Learning Support Administrator

### St Crispin's School

Headteacher:

Ginny Rhodes

NOR 1130, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

[www.crispins.co.uk](http://www.crispins.co.uk)

### Learning Support Administrator

**Start date: asap – 8.30am-3.30pm, Mon-Fri, term time + INSET days**

We have a rare opportunity to join our successful and friendly support staff team who enjoy an excellent reputation both within and beyond the school. We are seeking a flexible, team player who thrives in a fast-paced environment where no two days are ever the same!

This is a new role to coordinate the day-to-day running of the Learning Support Department. In recent years, the department has grown significantly and now caters for a very wide range of young people who need extra support. This includes our ASD specialist provision – 'The Oaks.'

The successful applicant will be a problem-solver with great attention to detail who loves taking ownership, has excellent administrative, IT, and interpersonal skills.

St. Crispin's School is a happy and oversubscribed 11-18 mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both our students and staff. Standards within the school are high.

Visits to the school are warmly welcomed!

**To apply:** Please complete the application form, which can be found at [www.crispins.co.uk/vacancies](http://www.crispins.co.uk/vacancies)

**For more information:** Mel Knight on 0118 978 1144 or email: [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

**Closing date:** 9 am, 4<sup>th</sup> February – Please email your completed application form to Mel Knight at [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced CRB clearance and satisfactory employment references.





## Job Description

**Salary** Grade 4

### Terms and conditions

**Contract:** Permanent (three-month probationary period)

**Hours per week:** Monday – Friday 8.30am – 3.30pm Term time only + 5 INSET days

### Aim and main purpose of the job:

To effectively coordinate under the direction of the SENCO and Deputy SENCO the day to day running of the Learning Support Department

### General Accountabilities:

1. To provide consistently high quality support to the SENCO, Deputy SENCO and Learning Support Team
2. General coordination that includes:
  - Confidential storage and maintenance of all information
  - Producing standard letters/typing individual letters
  - Making calls to parents to arrange meetings
  - Maintenance of noticeboards
  - Maintenance of LSA timetables
  - Administration of parents' evenings
  - Administration of referral forms (e.g. gilling in details- DOB, address, etc.)
  - Administration of appointments for Educational Psychologist etc and to external agencies
  - Administration of annual review meetings and ENF or EHC assessment requests
  - Administration of access arrangements
  - Administration of Year 6 transition
  - Assist Middle/Senior Leaders and Exams Officer (e.g. providing information)
  - Manage SENCO calendar and Inbox
  - Compiling weekly Department Bulletin
3. Use of data systems
  - Regular updating of all SEN information on the school information database (SIMS) and 'Provision Map' including one page profiles Classroom Support Plans
  - To liaise with Business Manager and Data Manager to assist in the production of the School Census
4. Use of data systems. Regular updating of all SEN information on the school information database (SIMS) including one page profiles
5. Supervision and support of vulnerable students
  - Supervision and support of vulnerable students whilst in Learning Support
  - Attend school visits if required
6. To follow statutory guidance and school policies including child protection and safeguarding
7. To carry out tasks as reasonably required by the Headteacher

### Details of Line Management

This post is line managed by the School Business Manager and day-to-day tasks directed by the SENCO SENCO.

### Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.





## Learning Support Department Information

Thank you for your interest in joining the Learning Support Department at St. Crispin's.

St Crispin's School is committed to inclusion. We work closely with our primary feeder schools so that we have a clear understanding of the individual barriers to learning that the young people joining us have. This enables us to offer the best possible support for students transitioning to us. We recognise the importance of early intervention and the Learning Support team works closely with every department to ensure the needs of all students are met. The work that we do, therefore, impacts on every department in the school and across all key stages.

The Learning Support Department is an enthusiastic, forward-thinking and flexible team who are committed to raising standards and supporting a wide range of pupil needs. I encourage my staff to develop their skills in areas of particular interest and allow them to grow in their roles.

The range of special educational needs and disabilities (SEND) that we support at St. Crispin's is vast and comes from all four areas of need outlined in the Code of Practice for SEND. There are currently over 50 pupils with a diagnosis of ASD, our largest area of SEND within the school. Forty students have an Education, Health and Care Plan and a further 80 are on our SEN register.

In addition to our work in the mainstream, we have a number of students that join us in Year 7 with achievement and attainment significantly below that of their peers. We support them with a curriculum pathway called The Bridge. These young people study English, Maths and Humanities in a literacy and numeracy rich environment, at an appropriate pace and differentiation to meet their needs and enable them to make progress. They also receive additional support for literacy and cohort based needs such as social skills.

Our specialist resource for young people with autistic syndrome disorder (ASD) opened in September 2017. This has added another important element to our work with young people with SEND. The Oaks currently has five students in Year 7 and Year 8 and they have the resource area as their base. We welcomed a further five students in September and hope that, with our support, they will have a successful time at St. Crispin's.

In September 2018, we piloted our new "Thrive" programme. This is a programme tailored to meet individual needs of students who find it difficult to "thrive" in mainstream lessons. The programme offers students short bespoke courses to deal with challenges such as dealing with social situations, anger management, feelings of belonging and so on. This work is primarily on a one:one basis although some small group work is appropriate.

You are very welcome to visit the school should you like to see the department first hand before you make an application, which I hope that you will go on to do.

Rebekah Brumby  
SENCO & Head of Department

## Policy Statement

St Crispin's School is an Academy school within The Circle Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

#### *Up to and including shortlisting stage:*

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

#### *Following shortlisting stage, and prior to making a final decision*

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*

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- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
- medical check to indicate fitness to work;\*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);\*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

#### **Where do we get information from about during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

#### **Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks, which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Academy to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

#### **How long will we hold information in relation to your application?**

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

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If you are unsuccessful, we will hold your personal data only for six months, after which time it is securely deleted.

### **Who will we share information with about your application?**

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

### **Rights in relation to your personal data**

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS    [briaultd@crispins.co.uk](mailto:briaultd@crispins.co.uk)

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact

Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS    [briaultd@crispins.co.uk](mailto:briaultd@crispins.co.uk)

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

### **Concerns**

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact The Circle Trust Data Protection Officer.

Mr A Hinchliff, c/o St Crispin's School, London Road, Wokingham, Berkshire. RG40 1SF  
[andy@thecircletrust.co.uk](mailto:andy@thecircletrust.co.uk)

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