



“The endless support I received from the teachers at Stonehenge has really inspired me. I am now training to become a teacher, to change lives in the way they □changed mine.

Former student, Kristie Newham

THE STONEHENGE SCHOOL

SEND ADMINISTRATOR

Application pack

[CLICK HERE FOR WEBSITE](#)

The Stonehenge School
Holders Road
Amesbury
Salisbury
Wiltshire
SP4 7PW
t: 01980 623407
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WELCOME FROM THE CO-HEADTEACHERS

At the Stonehenge School we believe that there is no limit to any student's potential. We aspire to develop a positive learning community in which effort, participation and achievement are valued.

Striving for excellence, we aim to create an outstanding school where students are happy, healthy and given opportunities to exceed their expectations. Enriched by history and culture, Stonehenge is a school for the future.

The school is increasingly popular and to cater for a growing roll we have recently moved into our £6.5 million new build, allowing our full number on roll to eventually grow to 1120 pupils. We have recently received confirmation that £6.5million in funding has been allocated for the second phase in our redevelopment, which will bring a new building to replace older facilities in the school, and improve our sporting facilities. Applications for entry into Year 7 have been over-subscribed in each of the last three years and we are expecting an even larger increase this year.

The school community is important to us, meaning that we have strong relationships with our students, and a collegiate supportive atmosphere within staff.



PERSONALISED PROVISION

The Stonehenge school provides students with the opportunity to study a wide spread of subjects throughout Key Stage 3 and 4, providing full access to the National Curriculum with coverage of the full Ebacc at Key Stage 3, including 3 languages and a full range of arts subjects.



At Key Stage 3, key skills and knowledge are assessed using our 'I can' system, allowing teachers and students to keep track of their learning and progress. Students are given the flexibility and ownership to design their own option choices towards the end of Year 8, meaning that students study the curriculum that they choose, whatever their ability, allowing them to fully realise their future aspirations. At Key Stage 4 students are offered the full Ebacc, and the importance of taking a humanities and a language is discussed with parents as part of the options process. A variety of vocational courses are also offered to allow for development towards particular careers, or the pursuit of individual interests.

PREPARING FOR THE FUTURE

Qualifications are highly important, and our examination results reflect our commitment to this. However school is also about preparing students for their future career and roles in the larger community. Students are offered many opportunities to develop team working and leadership skills. The prefect team in Year 11 is led by the Head Boy, Head Girl and their deputies. Students can initiate projects and share decision making through an active School council.

Careers guidance is provided throughout all years. A large number of students enjoy taking part in activities throughout the school year, including drama productions and musical concerts. We have excellent sporting facilities on site and at Amesbury Sports Centre, and run many sports teams and offer a number of extra-curricular sporting clubs, including rugby, basketball, netball, hockey, football and cricket. Trips and visits are run regularly; Year 9 can visit Pencelli Activity Centre in Wales and current trips planned include food trips to Normandy, outdoor pursuits in the Alps, and Geography trips to Iceland. There are regular Geography field trips, annual whole school cultural capital trips and the Languages department arrange annual visits to France or Germany.

The latest Ofsted inspection took place in April 2017 and concluded that... "The Stonehenge School continues to be good" and that "pupils are great ambassadors for the school. They are smart, polite, respectful and a joy to talk to".

A recent evaluation by the Local Authority reported that 'there is a positive and respectful school culture where the staff know and care for the students' and the 'leaders have a clear consistent vision which is realised through strong, shared and owned values and practice', and praised the emphasis that we place on developing our staff.

We look forward to welcoming applications from you,

Nigel Roper and Carole Dean



The SEND Department

The department is currently made up of the SENDCo, Deputy SENDCo, 2 SEN Teachers and 13 Teaching Assistants. It is currently based in the lower school with dedicated class and intervention rooms. Support is provided to EHCP and SEN Support pupils within mainstream classes, as well as 1:1 and group interventions in our dedicated area.

We have pupils in school whose needs span all areas of SEND and the expertise and breadth of knowledge among the department's staff reflects this. Many of our Teaching Assistants deliver interventions including SpLD, SALT, ELSA and Thrive Approach. We strongly encourage and promote staff development.

As well as providing academic support we ensure pupils have a safe place to go at social times. The department also runs a homework club after school where support is available for those pupils requiring it.

We work closely with a variety of agencies and organisations to support our pupils. We also like to build positive working relationships with parents and carers. The department supports pupils through transition to post 16 provision as well as providing bespoke and enhanced transition packages for Year 6 pupils that will be joining us.

We pride ourselves on removing barriers to learning and enabling our SEND pupils to access all areas of the curriculum in order to make good progress and achieve their potential.





SEND Administrator

Required as soon as possible

25 hours per week/39 working weeks per year (this includes TD Days)

Permanent Contract

Monday – Friday 9.00am – 2.00pm

Wiltshire Council pay grade D Point 4 – 6, (£9.99 - £10.39 per hour)

Governors of The Stonehenge School are looking to appoint an experienced and enthusiastic SEND School Administrator who can provide professional and confidential service to the SENDCo and Deputy SENDCo.

The successful candidate will be passionate about working as part of a team who support students with SEND to achieve their very best ahead of embarking on their adult journey after school life.

Applicants must be able to demonstrate the following:

- *A good standard of education including Maths and English (minimum of Grade C)*
- *Experience of general clerical/administrative work ideally in an education environment*
- *Excellent working knowledge of all Microsoft Office applications including Outlook*
- *A meticulous eye for detail*
- *Knowledge of SIMS would be desirable but training can be provided*
- *Excellent communication skills*
- *The ability to work independently and as part of a team*
- *Professionalism and punctuality*
- *A clear understanding of the importance of confidentiality*
- *Problem solving skills*
- *A commitment to help all young people and staff to achieve their best is expected of all staff*

Application form and further details are available from the school website.

You should provide detail outlining your skills applicable to the role and reasons for applying. This should be returned to Mrs D Harker, The Headteacher's PA, The Stonehenge School, Holders Road, Amesbury, Wiltshire, SP4 7PW by the closing date.

Closing date: Friday 18th June at 9.00am

Interview date: To be confirmed



SEND Administrator

Reports to: SENDCo
Start date: ASAP
Salary: Grade D, points 4 - 6
Contract type: Permanent

The Role:

To provide accurate and effective clerical support to the SEND Department maintaining a professional and confidential service at all times.

Key responsibilities:

- Provide a professional and confidential admin service for the SENDCO and Assistant SENDCO including word processing of correspondence, standard letters, reports, publications and other documents as required.
- Organise and maintain diaries of the SEND staff, arranging appointments and liaising with them regularly to follow up on external and internal communications.
- File documents in accordance with established school systems. Photocopy, scan and collate documents. Input new and updated information onto the school's computerised system for pupil records, ensuring all records are maintained and up to date.
- Liaise with staff, governors, pupils, parents and outside agencies as directed. Using various types of communication, such as telephone, emails etc. to obtain or relay certain information regarding pupils or collating information for outside agencies.
- Adhere to statutory deadlines when obtaining feedback from the relevant professionals, teachers, pupils, and parents in preparation for Annual Review meetings and take minutes as required.
- Exam Access Arrangements administration, including obtaining evidence from teachers and preparing paperwork for submission to exam boards.
- Work with SEND staff and exam staff to create a SEND exam timetable.
- Make necessary preparations to effectively administer annual Lucid Assessments for all pupils as required. Collate evidence, scan pupil documents and produce final reports.
- Monitor the distribution of laptops and reader pens to pupils on a daily basis. Action any difficulties with the IT support team.



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- Carry out tasks assigned by the SENDCO and Assistant SENDCO to support the additional needs of pupils.
- Monitor monthly funding certificates from the Local Authority and notify the SENDCO of any discrepancies
- Take responsibility for the preparation, maintenance and control of stocks of materials and equipment, advising the SENDCO on priorities for expenditure.
- Open, sort and distribute incoming mail to the school in a timely manner. Check school emails on a daily basis and distribute information as appropriate.
- Welcome visitors to the school, ensuring procedures are followed. Receive and prioritise incoming telephone calls, dealing with them appropriately, including accurately recording messages as required