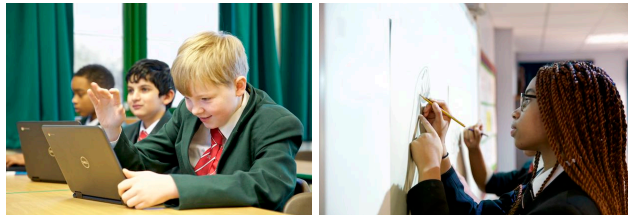
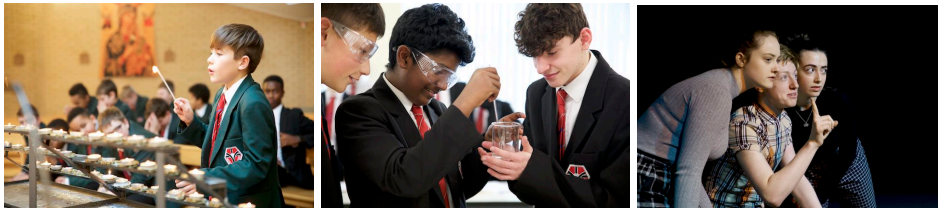




JOHN F KENNEDY CATHOLIC SCHOOL

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SEN Administrator Information for applicants



Diocese of Westminster

Headteacher Mr Paul Neves BSc (Hons), MA, PGCE, NPQH
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JOHN F KENNEDY
CATHOLIC SCHOOL
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Job Title: SEN Administrator
Responsible to: SENDCo
Grade: H5 (SCP 9-14, £18,383 - £19,885)
Hours: 30 hours per week, term time only
Date: ASAP

Introduction

Thank you for your interest in this exciting post at John F Kennedy Catholic School (JFK).

The Governors and I are seeking to appoint an enthusiastic and hardworking individual with excellent administrative and personal skills to join our busy SEN team. This position is at the forefront of our SEN provision and would suit someone who thrives in a busy environment. At JFK we are passionate about maintaining and developing the highest possible standard of SEN care to support the best possible academic achievement of our students. This role is key to us achieving our aspirations.

This position offers an exciting opportunity to play a significant role in the growth of the whole child. You would be part of a team who work to ensure the happiness and safety of each individual, giving them every chance to thrive and succeed both academically and personally in their time with us.

John F Kennedy Catholic School

JFK is a mixed 11-18 comprehensive, part of All Saints Catholic Academy Trust, located in the suburban environment of Hemel Hempstead. It is a voluntary academy with approximately 1100 students on roll. The school enjoys an excellent reputation and is always over-subscribed; for the 2024-25 intake of 180 places there were 530 applicants, with 206 putting JFK as first choice. The intake has, in recent years, been almost entirely Catholic - currently 83% of students. JFK serves the Catholic communities of Hemel Hempstead and a very wide surrounding area, including parts of Hertfordshire, Luton and Bedfordshire; in addition to seven main feeder primary schools, it regularly takes children from over twenty other schools. Unsurprisingly, its students come from a diverse socio-economic background, ranging from a very affluent commuter town to an area with high social deprivation. Overall, however, the school deprivation factor is just below the national average. Currently 15% of students are eligible for Free School Meals. The number of students from minority ethnic backgrounds has increased over the past ten years and is now above the national average. The prior attainment of students is significantly higher than the national average. Additionally the profile of current cohorts is generally skewed towards the 'middle' and 'high' prior attainment categories. The local parish church, St Mark's, is on the school site and the Parish Priest of the Hemel West Parish supports the liturgical life of the school.

JFK's most recent inspections were: Section 8 in March 2017 and Section 48 in February 2024. The headline outcomes for these inspections were all judgements of 'good'. In terms of results our most recent Progress 8 scores were: 0.09 in 2017, 0.25 in 2018, 0.05 in 2019, 0.01 in 2022, 0.15 in 2023 and 0.15 in 2024.

At A level, our results have been stable in recent years, and have been broadly average compared with national figures. Our most recent L3VA scores were -0.05 in 2017, -0.17 in 2018, -0.07 in 2019, -0.69 in 2023 and -0.27 in 2024.

Visitors to the school frequently comment on the ethos and atmosphere they sense as they come to the school for the first time. This friendliness and sense of community is part of something wider; it is rooted in the fact that we are a Catholic school. As such, everything that we do is based on our Mission Statement, summarised by words: Inspire • Achieve • Serve. We are an inclusive school that values the uniqueness of each member of our community. In this way we uphold the Gospel values and ensure that everyone has the opportunity to fulfil their potential.

Outside the formal curriculum there have always been numerous opportunities for students to take part in a very wide range of activities. These include drama, sport, music, retreats, trips at home and abroad and the Duke of Edinburgh Award Scheme. All the opportunities offered for students' personal development are summarised by the 'JFK Journey' that is displayed throughout the school.

JFK, now and in the future: ASCAT

JFK was opened in 1967, so it is over 50 years old. There is a great tradition here of several generations from families attending the school. Many teachers and support staff over the years were students at the school and currently one of the students in the first intake is working on the support staff. I believe there are many features that make JFK a great school but I also recognise there are areas needing development. We must never be complacent and we must embrace new ideas that will benefit the educational opportunities of the students in our care. We made a bold decision seven years ago to become a 'Google school', introducing Chromebooks for use in and out of school. This has been phased in, one year at a time, and is complete in the main school - all students in Years 7 to 11 have their own device. Google Classroom has been embraced by staff as well as students and is now an integral part of school life.

JFK joined All Saints Catholic Academy Trust (ASCAT) on 1st June 2023. The trust currently comprises 11 schools and JFK is one of only two secondary school members. Within the trust, JFK sits in a regional hub, with other Dacorum Catholic schools: 'St Mark's Hub'. Joining ASCAT has opened up many opportunities for cross-school and cross-phase developments, making this a very exciting time for JFK's future development.

Next steps

I hope that having read this letter and the information about the school that you will choose to apply to. To do so, you are asked to complete the application form in full but instead of a supporting statement please write a letter of application which relates your experience to the job description and person specification. In your letter you should also outline your personal educational philosophy, your vision and the contribution that you can make to John F Kennedy Catholic School, in particular when working with a student with a visual impairment.

Please post your application or submit it to Ms Eva Final by email to: efinal@jfk.herts.sch.uk

I am always happy to welcome visitors to the school and I would strongly encourage you to come and visit us to see the school for yourself. If you would like more information about the school please visit our website www.jfk.herts.sch.uk where you will find our online prospectus and other information. If you would like to know more about the post itself or to arrange a visit, please do not hesitate to contact my PA, Ms Eva Final (email: efinal@jfk.herts.sch.uk), who will be very happy to help you.

Yours faithfully,



Mr Paul Neves
Headteacher



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Job Purpose

To provide a high standard of administrative support to the SENCo.

Personal and Professional Standards

- To support the aims of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people
- To be aware of and comply with all relevant policies and procedures within the school
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required

Office Administration

- To handle routine correspondence and standardising letters, sending correspondence via SIMS in Touch
- Receiving and screening telephone calls and making appointments
- To receive visitors, advising students of external appointments and making class teachers aware of where they are via email/SIMS
- To take the minutes of the Teaching Assistants Meetings
- To organise TA sickness cover
- To keep TA's informed of meetings, deadlines, reports, any changes to timetables
- To find alternative jobs/admin jobs if TA's are not needed in lessons
- To coordinate and maintain diaries for the SENCo and Learning Support Department
- To undertake general housekeeping duties on the computer system
- To arrange training for the department
- To ensure the safe disposal of SEN confidential waste
- To update OFSTED files (in liaison with the SENCo)
- Carry out any other duties that may be requested by your line manager / Headteacher

SEN Data and support

- To deal with student's records and reports, maintaining files accurately
- To email students to attend sessions in the Learning Support Department
- To act as a mentor for named students on the SEN list; meet with and check in on the students regularly and update student passports and plans
- To organise SEN Parent Termly Review Meetings
- To maintain information for the Learning Support team and dealing with any queries in the SENCo absence
- To update computerised systems for the SEN area on SIMS
- To keep the SEN Register and Monitoring Register up to date and Learning Support area and staff shared area
- To keep the spelling and reading scores up to date on the Learning Support area and staff shared area
- To assist the SENCo with data analysis of students with Special Educational Needs examination performance

- To monitor and track laptop/chromebook use by students regularly in liaison with the network team
- Check and confirm data for Census regularly
- To update Provision Maps on a termly basis
- To support with end of year Learning Support Questionnaires sent to all students and parents on the SEN Register after completion of the school year

EHCP Administration

- To remind the SENCo of forthcoming EHCP Annual Reviews and the preparation of the paperwork
- To organise EHCP Annual Reviews and relevant paperwork, typing Annual Reviews and other documents of a confidential nature. Also sending out EHCP 'round robins' and typing up teacher comments
- To ensure that all parties attending EHCP review of those for whom an apology has been received submit reports and to make sure all parties receive the appropriate documentation in a timely manner
- To coordinate all external referral paperwork

Liaison with Schools

- To coordinate secondary school transfer visits for the SENCo
- Liaise with primary feeder schools and collate information regarding SEN students who are transferring to the school
- Assist the SENCo in ensuring continuity of support and learning when transferring students with Special Educational Needs

Administration of Exams (Access Arrangements)

- To liaise with SENCo regarding SEN candidates
- To keep student examination arrangements up to date on staff shared area
- To disseminate information, answering queries and dealing with staff and parents
- To send out PRE-Testing Evidence sheets to teachers for evidence and collating the evidence
- Organising students to take Lucid Test and collating all paperwork for SENCo
- Preparing all paperwork for Exam Access testing - Form 8 and Form 9 preparation, photocopy test papers inc. student details, letters pre-testing/post testing, inform staff outcomes
- To keep up to date files and documentary evidence of exam access arrangements for candidates
- To notify students about exam access arrangements and ensuring candidates are aware of their own timetable

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	Good standard of general education up to A level, or equivalent	Additional qualifications in further or higher education
Previous Work	Experience of working with and/or a knowledge of the needs of students with Special Educational Needs	Experience of working in a school setting An understanding of the role of a Learning Support Department in a school Experience of working in a Learning Support Department
Professional Skills & Experience	A competent IT user, including MS Word, Excel, Google Docs/Forms Excellent communication and interpersonal skills – with students, parents, staff and external agencies Excellent administrative and organisational skills Able to take ownership of tasks with minimal supervision Have exacting standards and a keen eye for detail	Working knowledge of how the different areas of SEND operate in a school environment Ability to analyse and interpret SEN data
People Management Skills	An effective team player used to working collaboratively with colleagues Helpful and approachable with a positive nature	
Other Personal Qualities	An ability to work in a busy environment and under time pressure	

	<p>An ability to organise one's time, to prioritise and to meet deadlines</p> <p>An ability to deal with conflicting demands and to work flexibly</p> <p>A capacity to remain calm and to cope with the unexpected responding to changing needs and requirements</p> <p>Willing to learn and develop own skills</p> <p>A desire to make a difference in the life of the students and in our school community</p>	
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