

Information Booklet

Inclusion Administrator



A Warm Welcome from Holmfirth High.....

Thank you for considering applying for this post at Holmfirth High School.

We genuinely believe our school is a wonderful place to work and develop your career. We work hard to ensure that students get the very best quality of learning experience, thus supporting them to achieve the very best outcomes. We are a school community where relationships are positive, respectful and friendly.

We strive to do our best for all our students so that they leave here as well-rounded, decent young people who have achieved as highly as possible and have experienced a wide range of opportunities in and out of the classroom.

We are an incredibly busy school community with lots going on all year round. We are fortunate in having an exceptional staff team who enthusiastically provide a wealth of extra-curricular activities and experiences for our students to enjoy.

We have a well-established passion for collaboration; working in partnership with a range of other alliances, schools, colleges and universities to: share best practice; support and train entrants into the profession, and to provide exciting professional development for all our staff.

The successful candidate will join the school at an exciting point in its history.

We would hope that what you read in the information pack and your wider research about the school will have whetted your appetite and encourage you to apply.

Yours sincerely



Mr Ben Stitchman
Headteacher

Holmfirth High School

This highly successful school has 1320 students, a teaching staff of 80 and a support staff of 70.



Originally built in 1959, the school has undergone extensive refurbishment in recent years. Its facilities now include a Modern Foreign Language suite, 6 ICT rooms, a Drama studio, 8 Science laboratories, a Music suite with practice rooms, a SEN department and RE/PSCHE block. The specialist school initiative brought the building of a new Maths block.

Our catchment area comprises Holmfirth and surrounding villages. These provide an intake which is well balanced socially and academically. The school is conveniently situated about seven miles from Huddersfield. The surrounding countryside is beautiful, set as we are in the Pennine Hills. Holmfirth is within 30-45 minutes of the centres of Leeds, Manchester and Sheffield and is easily accessible from the M1 and M62 motorways.

Our school takes its community responsibilities seriously. It adopts an open policy towards parents¹, and students are encouraged to participate in the life of the school and locality in a positive and helpful manner. The school also manages the sports centre accommodation which is used by local individuals and community groups in the evenings. We became an extended school in April 2006.

As a school, we aim to be sympathetic and understanding while being purposeful and demanding. We encourage our students to strive to achieve their personal best in all areas of endeavour.

Our students' high personal standards are also fundamental to our calm and purposeful ethos. We are aware of the difficulties that students may experience as they pass through a large school during adolescence, and we also recognise the special requirements of a small number of boys and girls who have personal or academic problems and we provide as much support as we are able.

The school is organised on a year basis, with Heads of Years overseeing a team of Form Tutors. Students are taught in their mixed ability tutorial groups in Year 7, although setting is introduced in a number of subjects in Year 8. In Years 10 and 11, our students follow a broad and balanced curriculum, with KS4 choices made in Year 9.

The school has an excellent record in public examinations; the great majority of our students achieve high standards at education or training beyond the age of sixteen. Over 50% go on to university and less than 1% become NEET.

We attach great importance to the place of extra-curricular activities in our school programme. A wide variety of cultural, sporting, outdoor pursuits and other activities take place, with outstanding levels of success being achieved. It is hoped that applicants will give a clear indication of areas in which they are able and willing to participate.

We hope that this outline has been useful. If you have any questions, please do not hesitate to telephone the school. In normal circumstances, the appointment will be made within one month from the appearance of the advertisement. Unless applicants have been invited for interview within this period, it should be assumed that the post has been filled. It is regretted that expense makes it impossible to write personally to all unsuccessful candidates.



Aims of our School

- ✚ Members of our school community are encouraged to achieve their potential – academically, emotionally, socially, physically and spiritually and the school aims for the highest possible standards for all.
- ✚ Our school aims to ensure that members of the school community feel valued and appreciated.
- ✚ Our school aims to encourage students to enjoy learning through a broad curriculum delivered in a wide variety of ways and thus helps prepare them for later life.
- ✚ Our school aims to develop qualities of mind, body, and spirit through the encouragement and development of various senses; reasoned thought; the ability to question and discuss rationally, to state a point of view and accept other points of view.
- ✚ Our school aims to develop self-discipline, self-respect, respect for others and their property, thereby enhancing relationships with others and providing the capacity to live as independent, self-motivated adults with the ability to act as contributing members of society.
- ✚ Our school aims to encourage that all members of the school community respect religious and moral values, and show tolerance and understanding of other races, religions and ways of life.
- ✚ Our school aims to provide a wide range of support services for our young people in order to help them manage and cope well with concerns and problems not just with their education, but more generally with their life in and beyond school and as preparation for later life.
- ✚ Our school seeks to offer a wide variety of learning and activity opportunities through our extra-curricular programme and hope that these will help encourage the development of interests and skills and social interaction.
- ✚ Our school seeks to work and interact with our wider community to support local efforts to address issues and provide services and to ensure good use of school facilities in out of school hours.

Local Information

Holmfirth – the Heart of the Holme Valley

Located in the heart of the beautiful Holme Valley, Holmfirth is a small town that sits just north of the Peak District in West Yorkshire. The town is better known as the location for the popular BBC TV series 'Last of the Summer Wine', with thousands of fans making the journey every year to visit such locations as Sid's Café and Nora Battye's Steps.



Whilst 'Last of the Summer Wine' is a major visitor attraction, it certainly is not the only reason people visit Holmfirth. With its breathtaking scenery across the Holme Valley, Holmfirth is also popular with walkers and wildlife enthusiasts alike as it is within easy reach of a number of beautiful reservoirs and picturesque surroundings, and if that isn't enough, there are some wonderful attractions to be seen in the town itself - from the last of the Summer Wine Exhibition, to the Holmfirth Vineyard, to the Postcard Museum or pop into The Nook for a cheeky pint!

Holmfirth is also home to a wide range of eating places, including restaurants, wine bars, pubs and take-aways that cater for a wide variety of tastes. It is one of the most popular and much loved destinations in West Yorkshire, with visitors flocking to the sleepy town all year round, Holmfirth is a wonderful place to visit, with lots of things to see and do.

Holmfirth is within easy reach of the major cities of Manchester, Leeds and Sheffield being accessible from both the M1 and M62 motorways. Our nearest town is Huddersfield which is home to Huddersfield University - winner of the Sunday Times Best University of the Year Award 2014. Huddersfield also has three sixth form colleges – Greenhead College, Kirklees College and New College.

There are many estate agents and letting agents in Holmfirth and Huddersfield, together with numerous high street banks and building societies.

Partner Primary Schools

Hade Edge J & I School

Greave Road
Hade Edge
Holmfirth
HD9 2DF

Netherthong Primary School

School Street
Netherthong
Holmfirth
HD9 3EB

Hepworth J & I School

Maingate
Hepworth
Holmfirth
HD9 1TJ

Scholes J & I School

Wadman Road
Scholes
Holmfirth
HD9 1SZ

Hinchliffe Mill J & I School

Waterside Lane
Holmbridge
Holmfirth
HD9 2PF

Upperthong J & I School

Burnlee Road
Holmfirth
HD9 2LE

Holme J & I School

Meal Hill Road
Holme
Holmfirth
HD9 2QQ

Wooldale Junior School

Royds Avenue
New Mill
Holmfirth
HD9 1LJ

Holmfirth J I & N School

Cartworth Road
Holmfirth
HD9 2RG

Inclusion Administrator

Grade	6
Hours	37 hours per week
Weeks	Term time only
Accountable to:	Assistant Headteacher

Overall Purpose of the Job:

Responsible for the administration of confidential documentation relating to the Special Educational Needs department and pupils in school.

Key Duties and Responsibilities:

- To provide an effective, flexible and responsive administrative/business support service to the SENDCO/SEN Team.
- To ensure enquiries from all sources such as parents, pupils, outside agencies etc. are responded to sensitively and resolved appropriately.
- To ensure meetings and events are arranged and prepared for in a timely manner and are serviced and recorded appropriately with submissions of information to outside agencies completed as required.
- To ensure documents/reports and data are produced and formatted to high standards ensuring accuracy and confidentiality.
- To liaise with staff, pupils, or other outside agencies on behalf of SENDCO/SEN Team as required to gather, receive and exchange information within a timely manner ensuring strict confidentiality at all times.
- To work with students to complete SEND paperwork for consideration by the SENDCO.
- Contribute to developing and maintaining effective and appropriate administrative systems in support of the school's practices and procedures.
- To develop and maintain systems for recording the ADPR cycle in line with the SEN Code of Practice.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Head/SLT/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.

A good knowledge and understanding of the General Data Protection Regulation (GDPR) and a willingness and commitment to ensure compliance of this regulation and any associated data-related legislation is required.

Key Responsibilities

General

- To support the SENCO to ensure the smooth running of the Inclusion department on a day to day basis.
- Oversee the smooth running of the School's ADPR system for all students on the SEN register to include; accurate record keeping, updating spreadsheets and running calculations in Excel.
- To create new systems within Excel to support any changes to how systems are run.
- To ensure accurate records are kept for all targeted students to support future applications for additional support.
- To support in organising, planning and managing Inclusion record keeping.
- To liaise closely with the SENDCo.
- Support SENCO with ETA rotas.
- To provide admin support to the School as a whole with specific delegated duties and helping with general admin as and when required.

Students

- To be a positive role model to students.
- To be aware of and comply with policies and procedures relating to Child Protection and all aspects of safeguarding children.

Parents

- To build positive relationships with parents and carers.
- With Inclusion staff, communicate with parents and carers verbally and in writing as required recording actions and following up concerns.
- To communicate parental/carers concerns to appropriate staff.

Administration

- To support the SENDCo in managing the Learning Support Assistant timetable.
- Support the SENDCo in managing the Annual Review process.
- Provide administration support for the APDR process in consultation with the SENCO and House Teams.
- To offer administrative support as required for the full range of Inclusion meetings including Pastoral Support Board, Multi-Agency with referrals to other agencies made as required.
- To ensure that advice to teachers regarding SEND students is up to date on SIMs.
- To keep accurate records using the SIMs suite of programmes.
- Where required, keep accurate records of meetings with students, parents and feedback to appropriate staff.
- Typing and administrative duties such as filing and photocopying.
- Deal with telephone enquiries from parents and the general public.
- Assist and help students with their enquiries or problems.
- To undertake specific admin tasks for the School as a whole and to provide support as and when required.
- To work flexibly with other administrators in the School, providing a service where most needed.

Other

- To support the SENCO in the Performance Management process.
- To actively seek to improve performance through involvement in training and development.
- To complete other duties as is reasonably required by the Headteacher.
- Carry out duties and responsibilities commensurate with the post necessary for the smooth running of the School as required by Assistant Head for Inclusion.

Generic Requirements

- Uphold the professional standards expected of every member of school staff in all dealings with colleagues, students, parents and the wider community.
- Adhere to the principles expressed in the aims and vision of the school.
- Actively contribute to the continued development of the school by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply school policies in all aspects of the role.
- Keep up-to-date with all aspects of the safeguarding children policy as it applies to the post.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To be jointly responsible for promoting and safeguarding the welfare of students.

Holmfirth High School is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to an Enhanced DBS check.

The Governing Body and Headteacher are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.

Person Specification

Location :	Holmfirth High School
Job Title:	Inclusion Administrator
Pay scale:	Grade 6
Hours/weeks:	37 Hours Per Week (Term Time Only)

You should be able to demonstrate that you meet the following criteria:

Qualifications/Development	Essential	Desirable
Sound literacy and numeracy skills in order to produce reports, complete referrals and perform calculations.	x	
Level 3 qualification or equivalent in administration or able to demonstrate ability to work to that level	x	

Knowledge/Skills	Essential	Desirable
Evidence of CPD and a commitment to ongoing personal development	x	
Ability to communicate with both adults and young people from a wide variety of backgrounds	x	
Excellent communicator in verbal and written form	x	

Experience	Essential	Desirable
Effective teamwork	x	
Previous experience of word processing and/or administrative work.	x	
Experience of working with computer databases	x	
Previous experience of working in a school environment.		x

General and Special Knowledge	Essential	Desirable
Experience/understanding of the Special Educational Needs system		x
To have a high degree of emotional intelligence and apply this in day to day practice with young people and their families	x	
To be committed to building supportive resilient developmental relationships with vulnerable children and their families	x	
An understanding of the referral process to different outside agencies		x
An understanding of the Exam Access Arrangements Process		x

Personal Qualities	Essential	Desirable
Meet deadlines and manage a fluctuating workload maintaining accuracy	x	
Honesty and integrity	x	
Work actively and productively as part of a team as well as independently	x	
Outstanding interpersonal skills and the ability to relate well to a wide range of people	x	
Sense of humour	x	
Willingness to innovate	x	
Strategic thinker	x	
Ability to support and challenge others	x	
A high degree of confidentiality and the ability to effectively share sensitive information to a wide range of audiences	x	

Application Details

Thank you for taking the time to read this pack. If you wish to apply for the post of Inclusion Administrator then please complete the standard Kirklees Council application form which is found on our website, together with a letter of application outlining how your experience to date has prepared you for this post.

Completed applications should be returned to:

The Headteacher
Holmfirth High School
Heys Road
Thongsbridge
HOLMFIRTH
HD9 7SE

Or via email to vacancies@holmfirthhigh.co.uk

The closing date for applications is Friday 5th June at 11.00am

If we have not contacted you by 19th June please assume that on this occasion your application has been unsuccessful. Please accept this as an acknowledgement of the time and interest you have shown.