



## ST PAUL'S ACADEMY

51 FINCHALE ROAD, ABBEY WOOD, LONDON SE2 9PX

TEL: 020 8311 3868 OR WEBSITE [WWW.STPAULSACADEMY.ORG.UK](http://WWW.STPAULSACADEMY.ORG.UK)

Principal: Mrs S M Ward

### **Inclusion and Behaviour Administrator & Data Manager (Maternity Cover)**

Required from April or May 2024

Salary: Commensurate with experience

*Scale 20-24 Outer London - Commensurate and dependent on Experience*

*£33957 (Pro Rata Term Time Only 29385) - £36045 (Pro Rata Term Time Only £31192)*

**One Year Maternity Cover - April / May 2024-April / May 2025**

Roll: 1,200

**Location:** St. Paul's Academy, Finchale Road, Abbey Wood, London, SE2 9PX

**Hours:** Term Time Only (Start Time for the day negotiable to allow for flexible working; Part Time Considered or 35 Hours Per Week)

**Term:** Maternity Cover One Year

**Salary:** MPS/UPS (inner London)

**Start:** 1st May 2024 (or sooner if mutually beneficial)

**Application Deadline:** Friday 26th April 2024

#### **About Us**

St Paul's Academy is a vibrant Catholic school on the outskirts of the Royal Borough of Greenwich. In the most recent Catholic School Inspection (February 2024) the 'outstanding' expression of catholic life and mission gave recognition to the very special school community at St Paul's. The school is led with vision, enthusiasm and with hope that the many challenges we face can be met effectively.

The Academy has a positive learning environment where pupils are loved. Our motto, "You are God's work of art", encapsulates the value we place on our students, and our responsibility to them. St Paul's is building an ambitious future for its young people and staff.

St Paul's is proud of the continuing journey of academic success and ever-improving progress. This year, we reached the milestone of achieving a positive Progress 8 score (+0.5) - one of many significant milestones to come.

**Equalities:** To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

**Safeguarding:** We at St Paul's Academy are committed to safeguarding and promoting the welfare of children and young people; we expect all members of staff to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

### **Outline of the colleague we seek:**

St Paul's Academy seeks a skilled administrator and Data administrator with a strong working insight into the working of SIMS, capacity to manage information and to work with the Inclusion teams on pupil records, data and communications. Part of the role which will support the setting up of meetings for SEND colleagues / Senior colleagues ensuring that the preparation and data/records required are shared in a timely way. The role requires excellent communication skills, ability to work as a team and accuracy in record keeping and maintenance of school records.

### **Qualifications**

- Good or outstanding working knowledge of SIMS Modules essential.
- Good working knowledge and understanding of IT and ability to use word- processing, spreadsheet and database software.
- A good level of numeracy and literacy.
- Experience of working in an educational setting with students.
- Understanding of day to day administrative tasks related to cover, exams administration and modules relating to assessment and reporting on SIMS.
- Team Player and willing to contribute to the wider goals of the Admin team
- Capacity to work with staff, communicate effectively and efficiently with staff, students and their families.
- Demonstrable experience of working with young people and families.
- Holds First aid at work qualification or willingness to undergo first aid training. (Desirable)
- Excellent understanding of GDPR
- Capacity to keep confidentiality and boundaries around sharing information.

### **Practical Skills**

- Able to work on short, mid and long term projects in an organised and effective way to ensure that all projects are brought to completion
- Able to build constructive relationships with staff, parents and carers
- Able to develop and maintain close links and work effectively with staff both within and beyond the school
- Able to gather information and produce reports in a professional and timely manner
- Confident basic user of ICT. Must be numerate and well organised.
- Good planning and organisational skills and a flexible approach to the management of work.
- Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.
- Ability to prioritise own workload
- Ability to direct and support other colleagues as appropriate.

### **Personal Attributes**

- Ability to work as part of a team and on own initiative and with resilience.
- Self-motivating with the ability to effectively and accurately multitask
- Good interpersonal skills, and the ability to enthuse and motivate others.
- Flexible and adaptable

## We Offer

- Collaborative work environment in a school with a strong community ethos.
- Professional growth and development opportunities
- Private healthcare benefits
- Professional subscription to The Key and The National College for CPD and policy and practice support.
- Supportive senior leadership team
- Free use of the academy's well-equipped gym facilities
- On-site parking (subject to availability)
- The Elizabeth Line is on our doorstep, giving both flexibility in travel and access to a wealth of places across London, Heathrow, Reading, Slough, Kent and the South East.

St Paul's Academy is committed to safeguarding and promoting the welfare of children and young people; it expects all members of staff to share this commitment. This post is subject to a Disclosure and Barring Service (DBS) check.

**Equalities:** To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

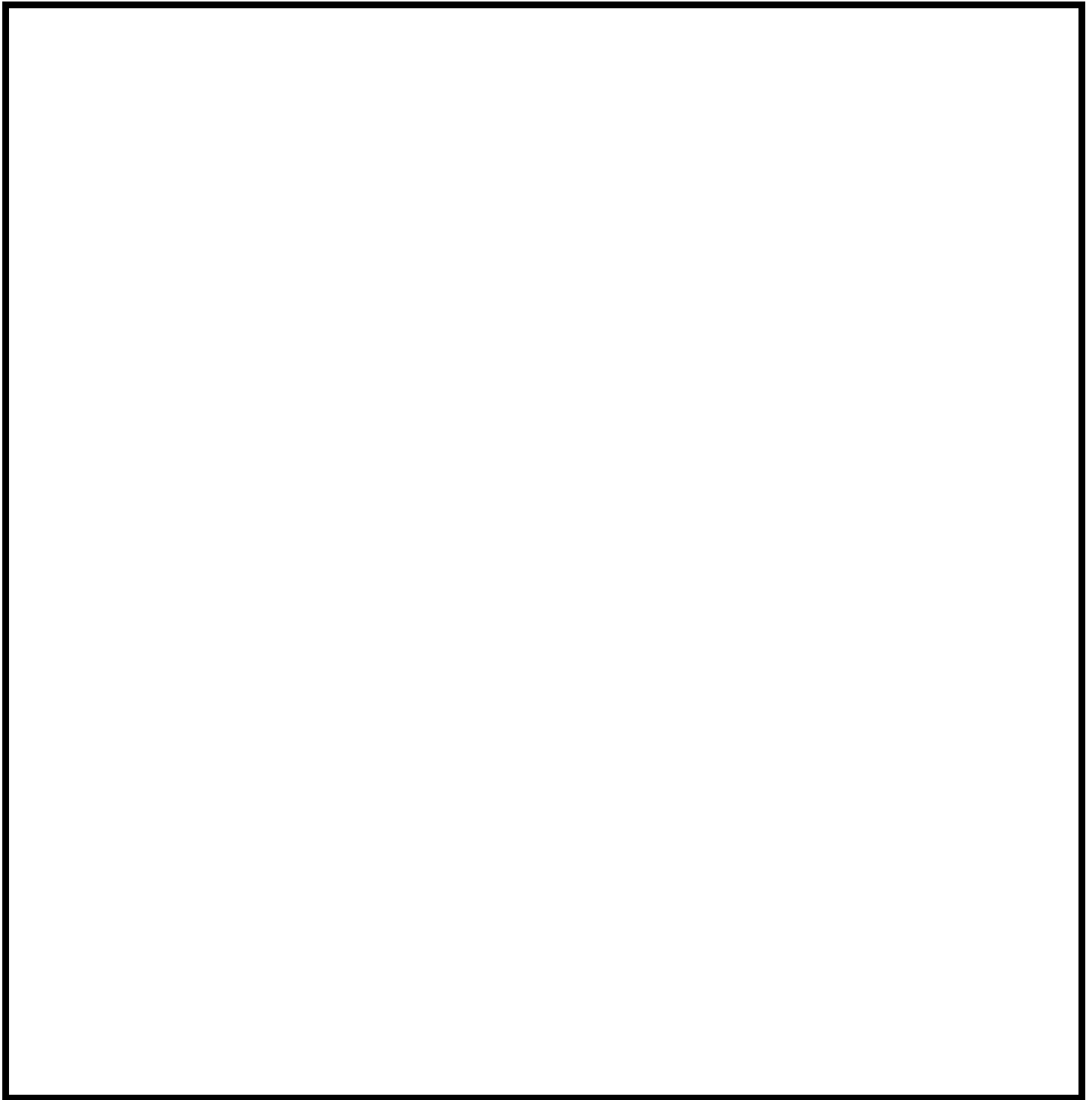
**Closing Date:** 28th April may be extended or shortened

**Interviews:** TBC

**Internal applications** should write a letter of application (no more than one side of A4) and send it to **Mrs Ward** [sheila.ward@stpauls.greenwich.sch.uk](mailto:sheila.ward@stpauls.greenwich.sch.uk)

**External applicants** should complete the full application form which can be obtained from Lisa Way HR Officer at [recruitment@stpauls.greenwich.sch.uk](mailto:recruitment@stpauls.greenwich.sch.uk) or calling her on 0208 311 3868 Ext: 122.







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TEL: 020 8311 3868 OR WEBSITE [WWW.STPAULSACADEMY.ORG.UK](http://WWW.STPAULSACADEMY.ORG.UK)

Principal: Mrs S M Ward

## Job Description

### Inclusion and Behaviour Administrator & Data Manager (Maternity Cover)

Required from April or September Start

Salary: Commensurate with experience

**One Year Maternity Cover - May 2024-April 2025**

St Paul's Academy seeks a skilled administrator and Data administrator with a strong working insight into the working of SIMS, capacity to manage information and to work with the Inclusion teams on pupil records, data and communications. Part of the role which will support the setting up of meetings for SEND colleagues / Senior colleagues ensuring that the preparation and data/records required are shared in a timely way. The role requires excellent communication skills, ability to work as a team and accuracy in record keeping and maintenance of school records.

<b>Purpose:</b>	To provide administrative support for Inclusion provision and the Inclusion Team
<b>Reporting to:</b>	Leaders with responsibility for SEND Behaviour and Inclusion
<b>Liaising with:</b>	Assistant Principal- SEND and Inclusion Assistant Principal- Behaviour and Management of Students SENDCO Teaching Staff Teaching Assistants Learning Mentors Senior Leadership Team External Agencies Parents Students
<b>Working Time:</b>	37 hours a week Term time only Equivalent to 38 weeks
<b>Salary/Grade:</b>	Scale 20-24 Outer London - Commensurate and dependent on Experience £33957 (Pro Rata Term Time Only 29385) - £36045 (Pro Rata Term Time Only £31192)
<b>Disclosure level</b>	All positions are subject to an enhanced DBS check as standard practice.

Date	April 2024
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<p><b>MAIN (CORE) DUTIES</b></p> <p>The specific duties and responsibilities pertaining to the Inclusion and SEND work of the school should be read in conjunction with the Staff Handbook and related Protocols which should be complied with at all times.</p>	
<p><b>Support for Staff</b></p>	<p><b>Inclusion Administration:</b></p> <ul style="list-style-type: none"> <li>● To manage and schedule the annual reviews in consultation with SENDCO and AP for SEND</li> <li>● To arrange meetings between the Inclusion Team and parents including TACs, PEPS etc and typing and distribution of notes from meetings.</li> <li>● To arrange reviews for students (EHCP) and students in care (PEPs) - issuing invitations, collating data for staff, preparing packs for meetings, typing and formatting drafts/final documents and distribution of both to invitees and extended invites as directed.</li> <li>● To distribute all review documentation to all parties, including Teaching Assistant information packs.</li> <li>● To collate EHCP paperwork and keep outcomes and objectives up to date on Provision Map with assistance from the Assistant Principal Inclusion.</li> <li>● To type and edit letters to external agencies and parents</li> <li>● To arrange visits to students by ATS, EPS, Physios and OTs- notifying students and staff of timings</li> <li>● To maintain SEND data on SIMS/Provision Maps as and when they are updated</li> <li>● To provide data (attendance/behaviour/medical/interventions/student passport) on request for key meetings with families or for external agencies.</li> <li>● To send feedback requests to teaching staff e.g. Round Robins, Google or Microsoft Forms- chasing non replies and collating data received.</li> <li>● To support the SEND and Inclusion Leads with their CAMHS and Paperwork and meetings.</li> <li>● To request information and documentation from primary schools and collate/chase receipt.</li> <li>● To ensure that SEND and Safeguarding information are shared securely with destinations for Year 11 Leavers and Mid-Year transfers in liaison with the AP SEND and VP Inclusion</li> <li>● To record and maintain accurate information on SIMs and in files for students with Exam Access Arrangements (EAA) and support administration with the Exams Officer.</li> </ul> <p><b>Behaviour Administration:</b></p> <p>Produce reports and set up bespoke Reports on SIMS for leaders and staff to access reports relating to all aspects of a student SIMS record.</p> <ul style="list-style-type: none"> <li>● Provide Data for Senior Leaders to analyse any behaviour trends at different levels (year group, key groups etc) of the school to look at diagnosing trends, patterns and addressing these.</li> <li>● Maintain truancy records and communications and reports related to the monitoring of these.</li> <li>● Maintain records of Students removed from lessons and communication and reports related to the monitoring of these.</li> <li>● Maintain records of students daily centralised detentions and Principal's detentions, and communication and reports related to the monitoring of these.</li> </ul>

	<ul style="list-style-type: none"> <li>● Making changes to TT on SIMS to support the Pastoral and Inclusion team.</li> <li>● To support the Senior Team with administration for meetings where required.</li> </ul>
<b>Support for Students</b>	<ul style="list-style-type: none"> <li>● To record and create exemption cards (e.g. Time Out cards, SEND Hub Cards).</li> <li>● To collate student views for review meetings</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>● Admin related to detention, truancy and on calls and data reports to support strategic senior leadership</li> <li>● To update, generate and distribute Pupil Provision maps</li> <li>● To distribute Inclusion information to staff as required.</li> <li>● To create files for new students and file all student documents</li> <li>● To collate information from primary schools and prepare brief resume of information for Learning mentors and Learning Assistants.</li> <li>● To update SIMS and Provision map software with SEND statistics and Assess, Plan Do and Review information.</li> <li>● To upload and distribute SEND related documents received.</li> <li>● To respond to or refer SEND related emails.</li> <li>● To minute for Inclusion meetings if required.</li> </ul>

<b>Other related duties</b>	<ul style="list-style-type: none"> <li>● To provide administrative support for Year Leads and other staff as required.</li> <li>● To support safeguarding procedures and attend safeguarding meetings.</li> <li>● To support the Administrative Team with reports and information as required</li> <li>● Provide change of lesson supervision and presence.</li> </ul>
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<p><b>Essential Skills &amp; Qualification</b></p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>● Good or outstanding working knowledge of SIMS Modules is essential.</li> <li>● Good working knowledge and understanding of IT and ability to use word- processing, spreadsheet and database software.</li> <li>● A good level of numeracy and literacy.</li> <li>● Experience of working in an educational setting with students.</li> <li>● Understanding of day to day administrative tasks related to cover, exams administration and modules relating to assessment and reporting on SIMS.</li> <li>● Team Player and willing to contribute to the wider goals of the Admin team</li> <li>● Capacity to work with staff, communicate effectively and efficiently with staff, students and their families.</li> <li>● Demonstrable experience of working with young people and families.</li> <li>● Holds First aid at work qualification or willingness to undergo first aid training. (Desirable)</li> <li>● Excellent understanding of GDPR</li> <li>● Capacity to keep confidentiality</li> </ul>
<p><b>Essential personal attributes</b></p>	<ul style="list-style-type: none"> <li>● Ability to work as part of a team and on own initiative and with resilience.</li> <li>● Self-motivating with the ability to effectively and accurately multitask</li> <li>● Good interpersonal skills, and the ability to enthuse and motivate others.</li> <li>● Flexible and adaptable</li> <li>● Care about the outcomes for all students</li> </ul>
<p><b>Practical Skills</b></p>	<ul style="list-style-type: none"> <li>● Able to work on short, mid and long term projects in an organised and effective way to ensure that all projects are brought to completion</li> <li>● Able to build constructive relationships with staff, parents and carers</li> <li>● Able to develop and maintain close links and work effectively with staff both within and beyond the school</li> <li>● Able to gather information and produce reports in a professional and timely manner</li> <li>● Confident basic user of ICT. Must be numerate and well organised.</li> <li>● Good planning and organisational skills and a flexible approach to the management of work.</li> <li>● Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.</li> <li>● Ability to prioritise own workload</li> <li>● Ability to direct and support other colleagues as appropriate.</li> </ul>
<p><b>Staff Development</b></p>	<ul style="list-style-type: none"> <li>● To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>● To engage actively in the Appraisal Review process.</li> </ul>



**EMPLOYEE RESPONSIBILITIES:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos as a Catholic School and to encourage staff and students to follow this example.
- To promote actively the school's policies.
- To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- To support the school in meetings its legal requirements for worship.
- To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**HEALTH AND SAFETY**

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

St Paul's operates a No Smoking policy.

**SPECIAL CONDITIONS**

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

St Paul's Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.