



Harlesden Road, Willesden , London, NW10 3RN

Introduction

Newman Catholic College is a diverse and dynamic learning community in North West London. We are an inclusive school of faith where our emphasis is on the development of the whole person.

We are an "Outstanding" Catholic School (CSI Section 48) and have been consistently rated a "Good" school by Ofsted, most recently in May 2022. Newman Catholic College is an inclusive school that has the highest of expectations for all its students. We believe that the motto, *"Everyone Counts, Everyone Contributes, Everyone Succeeds"* best encapsulates the ethos and values of the community we have established.

SENCO Administrator

**Salary: Scale 1 Point 2 £24413 pa plus London Weighting £2301 pa
(Pro Rata –Term Time only)**

Job details

Hours: TBC – Full time/Part time

Contract type: Temporary Cover

Reporting to: Head of SENCO

Duties & Accountabilities

To be accountable for;

- To collate, input and assess a range of data required to update the SEN Records
- To collate, input and assess a range of data required to update student information
- To enter SEN data and create reports for student tracking
 - To develop systems for cross referencing this data and assist the SENCO to analyse it for SEN purposes
- To develop and manage the SEN filing system (including emails, record of telephone conversations), the archiving, retrieval and disposing of SEN information as appropriate
 - Liaising with primary/feeder schools and external service ensuring that all SEN information is received
 - Forwarding SEN information to transfer schools
- To produce all letters and reports as required, including individual letters to parents, arrange meetings, take minutes, respond to telephone calls and messages etc., for the SENCO
- To attend meeting and take minutes as and when necessary
- To assist in updating provision plans
- Liaise with the Examination Administrator on Special Examination Arrangement Applications
- Attending INSET sessions and meetings as necessary and appropriate.

Additional Information:

- The post holder is required to contribute to and support overall aims and ethos of the school.
- The post holder is required to be aware of and comply with policies & procedures relating to child protection; equal opportunities; health safety and security; confidentiality and data protection and to report all concerns to an appropriate person.
- It should be noted that the above list of principal duties & responsibilities is not necessarily a complete statement. Alterations & further duties may be necessary & will be subject to consultation. The post holder is expected to accept any reasonable changes to his / her job description.
- The post holder is expected to be able to adapt his / her work to address the specific needs of the pupils.

Application process

Visits to the school are welcome and encouraged. Please get in touch if you would like to arrange this: We would be more than happy to show you around, and answer any questions you may have in advance of the interview.

Newman Catholic College is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

Appointment is subject to a clear, enhanced DBS check.

Application forms must be completed and are available from the school website or by phoning the school office on 020 8965 3947. Please note that CVs will not be accepted.

Completed forms should be returned directly to Newman Catholic College at the above address or via email to trohan@ncc.brent.sch.uk.

Closing date : 23 January 2025

Interview : TBC