

Woodhey High School

Clerical Assistant for SENCO

Salary: SET Grade 4 points SCP 13-16 £18,933-£19,698 FTE Pro rata actual salary £11,960 - £12,443

Type: Permanent 27.5 hours per week, Term time only plus 1 day (38.2 weeks)

Location: Woodhey High School, Bolton Road West, Ramsbottom, BL0 9QZ

Start date: As soon as possible

The Clerical Assistant for SENCO will be responsible for undertaking administrative and organisational processes within the school SENCO department. The Clerical Assistant is an important link in liaising with parents/carers, school staff, the local authority and other external agencies.

At Woodhey we use the term 'Curriculum Support' to describe our SEND faculty. Our aim is for all students to access mainstream lessons as much as possible, whilst considering their individual needs and outcomes and for students to become as independent of support as possible before they leave us at the end of Year 11. There are currently 47 students in school with an Education, Health & Care Plan as well as 122 other students with a recognised need.

Woodhey has specialist provision for autistic students and those with communication difficulties - there are 15 places for students across the borough. Students in the provision attend mainstream classes for the majority of their lessons, however the provision has two classroom areas with individual booths etc. for any learning or support completed outside of mainstream lessons. These classrooms also act as a base for students and a safe, supervised area for outside of lesson times.

Woodhey is a high achieving and inclusive 11-16 community comprehensive school. We are committed to providing a secure and caring learning environment for all our pupils and we ask our pupils to achieve, care and enjoy. Our aim is to develop highly-educated, well-rounded, considerate and confident young people who are willing and able to contribute to society. There are currently 1127 pupils on the school roll.

Woodhey is a school within the Shaw Education Trust. The Trust is led by an Executive Leadership Team steeped in school leadership and improvement experience: www.shaw-education.org.uk. They are committed to the continued professional development of all members of staff and the sustained successful performance of all its academies.

Woodhey High School is dedicated to the safeguarding and wellbeing of students; all staff must share this commitment. The successful candidate will be required to undergo appropriate screening including Enhanced DBS check.

Further details and application forms can be found under About Us/Job Vacancies the school website: <http://www.woodhey.bury.sch.uk> or the Shaw Education Trust Website: <http://www.shaw-education.org.uk/careers>. Should you wish to apply, please return your completed application to Souter.j@woodhey.bury.sch.uk

Closing Date: Thursday 21st October 12 noon

Shortlisting: Friday 22nd October

Interview: Monday 1st November 2021