

- Position:** EHCP Administrator
- Salary:** Band D (£10.24 per hour)
- Location:** Kelford School
Oakdale Road
Kimberworth
Rotherham
S61 2NU
Tel 01709 512088
- Contract type:** Part time, 22.5 hours per week – working days to be mutually agreed.
Temporary post until 31st January 2023
- Closing date:** Thursday 1st September 2022
- Interview date:** w/C 5th September 2022



About our school

Kelford School is a well-established passionately child-centred special school for children and young people with severe and complex needs. Kelford School serves 136 amazing children and young people from the who are very well-supported by a highly dedicated and hard-working team of professionals. Kelford has exceptionally strong partnerships with other schools within Nexus Multi Academy Trust.

At Kelford School, we believe in holistic support for children and families, with a focus on all aspects of a child's life: their education, their health and their social needs; we are looking for teachers who not only share our values, but who actively pursue their delivery.

About the Trust

Nexus Multi Academy Trust was founded in 2016 and has the highest ambitions possible for everyone we work with. We are a forward thinking and innovative Trust with collaboration, enrichment and improvement enshrined within our day to day practice ensuring that learners and their families are always at the centre of what we do.

The vision for Nexus is that we are constantly "Learning together, to be the best we can be." This vision is what we aspire to and is as relatable to every employee and partner of our Trust as it is to our children, young adults and their families. Please see a copy of our most recent prospectus, which is included in the recruitment pack for this advert.

Our Opportunity

At Kelford School we have some fantastic opportunities for those who are experienced teaching assistants or those aspiring to be so to join our hardworking and committed workforce.

We have a range of positions available from those who have had significant experience of working with complex young people in an educational setting to those who would like to gain expertise and further develop their skills in a setting like ours.

The successful candidate will join a very experienced and knowledgeable team of Teaching, Support and Business Staff and will have the opportunity to develop and grow their own practice, all fully supported by the Senior Leadership Team.

We are looking for a highly organised, detail driven and enthusiastic individual to provide support to the Senior Leadership Team and the Educational, Health and Care Planning process for our children and young people have. You will be a confident self-starter, comfortable working independently across multiple projects and tasks in a busy education environment.

You will have a passion for working with children and young people with complex and multiple learning difficulties; who want to advocate for our young learners and encourage and develop them to be the best that they can be, that has experience in working with complex medical needs and the confidence to support others in this role. If you feel you have these skills and have experience of working with children and young people with SEND with medical and additional complexities we very much welcome your application.

What you can expect

- ❖ An exciting opportunity to join a growing academy with 136 amazing children and young people
- ❖ Support from outstanding colleagues, including Senior Leaders.
- ❖ An Induction package to help you settle in and know the ways in which the school works.
- ❖ Weekly CPD to enhance your professional knowledge and practice.
- ❖ A collaborative approach which serves to share expertise and workload.
- ❖ Encouragement to use your voice to help shape our school's provision.
- ❖ An opportunity to join colleagues who will make you proud to be part of our state education system
- ❖ Access to tailored CPD through Nexus Academies Trust and the Opportunity Area which includes pathways into Initial Teaching Training
- ❖ Working within an award-winning MAT who pride themselves on having friendly and supportive academies who together are helping to transform communities

Further information

Visits are warmly welcomed, or alternatively you may like an informal and confidential conversation about the role.

Please contact school on 01709 512088 if you have any questions.

Nexus Multi Academy Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment.

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.

This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level and a barred list check. Further information about the Disclosure and Barring Service and can be found at www.gov.uk/disclosure-barring-service-check.

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce.

To apply please complete an application form which can be found on our vacancy page - [Kelford Vacancies](#)

Completed application forms are to be returned via email or post to Megan Theaker on kelford.vacancies@nexusmat.org or postal address: Oakdale Road, Kimberworth, Rotherham S61 2NU.

All candidates are advised to refer to the job description and person specification before making an application.

We reserve the right to close this vacancy early should we receive an overwhelming response.