



**Kings Langley Secondary School**

**Application Pack: DSPL8 Administrator**

[www.kls.herts.sch.uk](http://www.kls.herts.sch.uk)

**Dear Candidate,**

A warm welcome and thank you for taking the time to express your interest in the role of DSPL8 Administrator at Kings Langley School.

We are proud to be an inclusive, mixed comprehensive school of some 1100 students, successfully operating as a stand-alone academy whilst valuing collaborative relationships both locally and wider afield. We are seeking to appoint a highly motivated, enthusiastic and innovative individual who shares our values and vision as we strive to be outstanding in all that we do.

The school is determinedly committed to the development of “strong character” in order to provide students with the skills and moral fortitude to “make the right choices”. The extract below is written by Dr Tom Harrison from the University of Birmingham and forms part of his evaluation which awarded the school (the first in the UK) the award of National Character Kitemark Plus in June 2018. We are justifiably proud of our unique ethos and culture which attracts both national and international recognition.

***“It was clear it is the core mission of the school to do its part to develop values in its pupils that will help them flourish – and teachers and pupils were both able to link the development of character to moral development and wider societal flourishing.”***

**–Dr Tom Harrison**

The professional and personal development of all staff is a key focus for the senior leadership team as we strive to build a school which aspires to the highest possible standards but not at the expense of personal well-being or happiness. We want a culture where colleagues are confident to take risks and learn from their mistakes, safe in the knowledge that they will be supported through a careful programme of induction and personalised professional development.

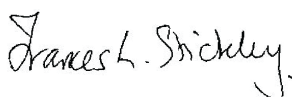
The governors are determined to ensure that our focus on the development of the whole child and strong character is matched with the highest possible academic standards as we look forward with excitement to further success and growth.

We look forward to hearing from you.

Kind regards



David Fisher  
Headteacher



Frances Stickley  
Chair of Governors



School of  
**CHARACTER**



Artsmark  
Platinum Award  
Awarded by Arts  
Council England

## The Kings Langley School: Job Description

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|--|---|
| <b>Title of Post</b>                               | DSPL Administrator                              |
| <b>Grade</b>                                       | H4  |
| <b>Reporting to:</b>                               | DSPL and Partnership of Dacorum Schools Manager |
| <b>Date</b>  | April 2024                                      |
| <b>Time/Hours (&amp; Full Time equivalent FTE)</b> | 15 hours a week. Term time only                 |

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Family Support Manager, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the service.

### Personal and Professional Standards

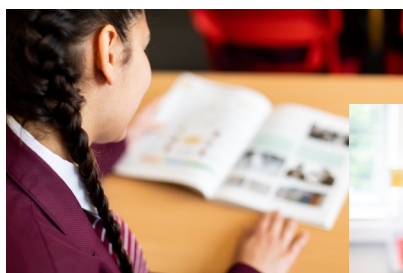
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training.
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher or other senior colleague or governor.

### Duties Specific to the Post Holder

- To provide organisational and administrative support for the Delivering Special Provision Locally (DSPL) Manager.
- Organise, book and minute meetings in line with the work of the DSPL.
- Take calls and undertake follow up telephone calls on behalf of the DSPL Manager.
- Circulate meeting agendas, take and type up minutes of Board meetings and project meetings, and circulate accordingly. Maintain and plan an annual cycle of meetings.
- Organise training courses, to include liaising with training providers, confirming dates, booking venues, publicising and taking bookings from parents, carers and school staff
- Supporting the Manager in events organisation to include liaising with the venue, taking bookings, answering queries from delegates and assisting with all aspects of events organisation on the day and prior.
- Be prepared to liaise with professionals, Headteachers and parents/carers from within the Partnership and provide appropriate information as directed by the DSPL Manager.
- To organise and minute panel meetings and maintain a data base of information for panel meetings concerning individual children.
- Maintain a data base related to schools and parents involved in our work and use this for distribution.
- Undertake financial administration in relation to invoices, payments and tracking of financial spend under supervision.
- Coordinate, maintain and source material for the DSPL social media accounts including website.
- Produce DSPL Newsletters, brochures and other promotional materials for professionals and parents.
- To provide general admin support to the DSPL and PoDS Manager where required namely, photocopying, filing, faxing, emailing, completing routine forms, letter compilation, responding to routine correspondence, dealing with telephone calls and other communications, diary appointments, production of promotional materials and collation of information:
  - Responsible for stationery requirements and requests
  - Keep office information board up to date
  - Operate relevant equipment/ICT packages (eg Word, Excel, SIMs, Eventbrite) and undertake word processing and other IT based tasks
- To carry out such other duties as required, and as are commensurate with the grade of the post.

### Knowledge, Skills and Personal Attributes

- Be well organised and meticulous in administration.
- Have a flexible approach and be able to organise workload according to priority.
- An ability to use relevant technology to an appropriate level, for example, computers and peripherals, photocopiers.
- Have an excellent telephone and face to face manner, being able to adapt responses according to situation of the caller/individual, including distressed parents/carers.
- Present a courteous and friendly manner to all visitors to the service with due regard to “customer service best practice” attributes.
- Have good numeracy and literacy skills, with a focus on good grammar and spelling.
- Ability to relate well to students and adults.
- Exhibit high moral standards in dealing with confidential and sensitive situations.
- Be prepared to engage in further training and development to maintain skill and knowledge at an appropriate standard.
- Operate a strict code of confidentiality when dealing with all family support matters, particularly those relating to children, young people and families within Dacorum.



## Working at Kings Langley School

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### Well Being and Reasons to Work Here

#### Curriculum

- Teaching load for main scale teachers of 83% compared to the National suggested rate of 85%
- A culture of typicality is reinforced by non-lesson grading
- More straight forward planning as we teach to the top, with scaffolding required for some students
- All lessons begin with a quick start, with students knowing the protocols. This allows us all to start lessons in a prompt and orderly manner
- Subject area teams are given blocks of time in the summer to re-evaluate and amend their curriculum.



#### Registration

- A clear planned and resourced registration programme which supports character, numeracy and literacy across the curriculum. This means no planning for tutors and impact is seen in all subjects
- Equipment checks built into registration which enables all staff to run lesson properly as students are fully equipped for learning.

#### Behaviour

- A very clear behaviour system which is consistently applied enabling teachers to focus on students who want to learn.

#### Assessment

- A marking policy which includes live marking and green pen self-assessment with no carrying sets of books home unless the teacher chooses to.
- Assessments are encouraged to track progress but are most often marked by the students
- Two co-ordinated examination weeks per year group where students are given information and strategies on how to revise, so are encouraged to revise across all subjects independently
- The number of data entries has been reduced to 2 per year group and there is no longer a requirement to write subject comments on reports.

## Working at Kings Langley School

### Staff Development

Currently there are 69(66.8 FTE) teaching staff and 51 (35.0 FTE) support staff working at the school. Particular attention is paid to staff development and staff participation. There is a comprehensive in-house training programme for all staff and we also support colleagues in attending numerous external events including Herts for Learning's comprehensive programme of training courses. These include induction conferences for NQTs, to help deal with the challenges of the first years; training for leaders on how to prepare for the new curriculum; and everything in between, including subject-specific training.

Each year all staff have an opportunity to review their work and set objectives at an appraisal meeting. There is a robust system of pay progression in place for teaching and support staff.

Support for newly qualified teachers includes a reduced timetable, planned induction programme starting in July and mentor support. The school has a strong partnership with the University of Hertfordshire. We participate in its ITT programme and as a lead school have appointed teachers through School direct (salaried and non-salaried) routes. The school frequently hosts work experience visits for those interested in a career in teaching.



### Facilities

Kings Langley School was re-developed under the Priority School Building Programme and we took delivery of a totally brand new school building in September 2016. The school has excellent teaching facilities with each learning area having its own suite of rooms with state of the art technology to support students' learning and enrichment activities.

