

MESSAGE FROM THE HEADTEACHER



VIDEO MESSAGE FROM HEADTEACHER

Dear Students, Parents and Carers

Welcome to our weekly Newsletter offering insights into life at FPSS.

GCSE Pod

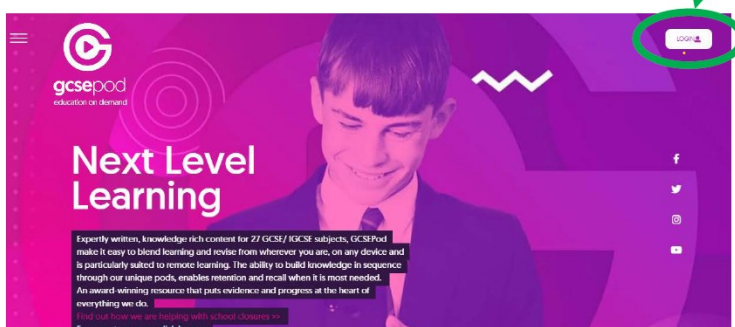
We are very excited this week to send you details of GCSE Pod. This is an online tool primarily aimed at students undertaking GCSEs but is available to all students at FPSS. In particular, you will find interactive content to help students understand topics and revise. In other schools I have worked in students have found it particularly helpful to access GCSE pod on their mobile phones and hope that FPSS students also reap the benefits. While GCSE Pod may seem immediately relevant for Years 9 and 10, the content also offers Year 7 and 8 the chance to sample some GCSE style learning. I will certainly be setting my Year 7 class some GCSE Pod related work in the near future. Please see our Assistant Headteacher Mr Dollery's letter in this newsletter for further details.



Logging in to GCSE Pod

In order to access GCSEPod, you will need to follow the below instructions:

1. Go to www.gcsepod.com
2. Click Login in the top right corner of the page



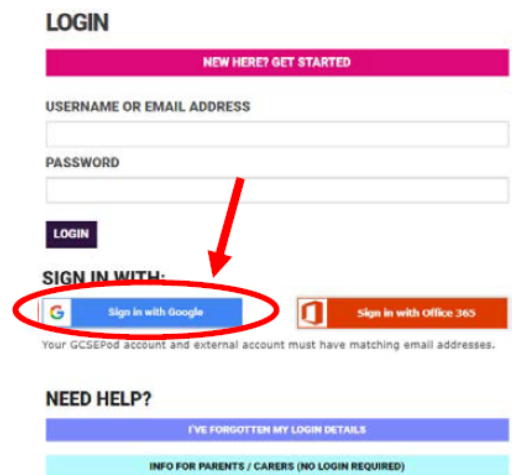
UPCOMING EVENTS

ALL EVENTS

SPORTS CALENDAR

All events are postponed until schools reopen fully. Further information will be sent out in due course.

3. Click Sign in with Google



LOGIN

NEW HERE? GET STARTED

USERNAME OR EMAIL ADDRESS

PASSWORD

LOGIN

SIGN IN WITH:

Sign in with Google

Sign in with Office 365

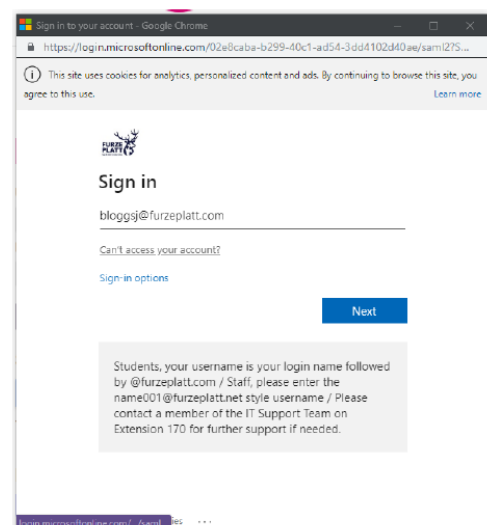
Your GCSEPod account and external account must have matching email addresses.

NEED HELP?

I'VE FORGOTTEN MY LOGIN DETAILS

INFO FOR PARENTS / CARERS (NO LOGIN REQUIRED)

4. If you are not automatically signed in, enter your **username@furzeplatt.com** (student) and your usual school login password. If you require additional help signing in to your school account please see the 'Signing in with Google' guide found here:



Sign in to your account - Google Chrome

https://login.microsoftonline.com/02e0caba-b299-40c1-ad54-3dd4102340ae/saml2/...

This site uses cookies for analytics, personalized content and ads. By continuing to browse this site, you agree to this use. [Learn more](#)

Sign in

bloggsj@furzeplatt.com

Can't access your account?

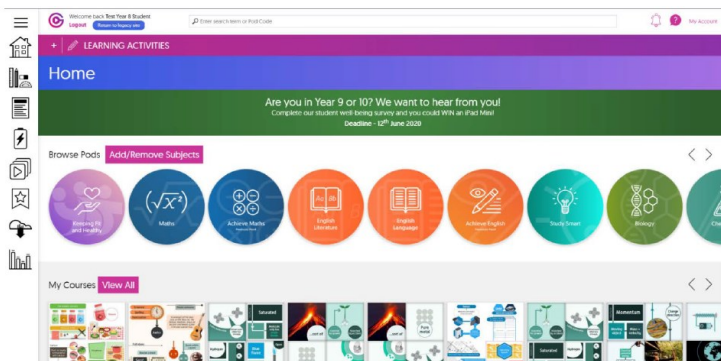
Sign-in options

Next

Students, your username is your login name followed by @furzeplatt.com / Staff, please enter the name001@furzeplatt.net style username / Please contact a member of the IT Support Team on Extension 170 for further support if needed.

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5. You will then be redirected to the GCSE Pod dashboard



Years 7, 8 and 9

Thank you to all students who have attended the online tutor sessions over the past fortnight. While we will continue to run these sessions we have been surprised at the low uptake for some. Please do encourage your sons and daughters to attend.

You will receive communication from our Maths Team this week about online support they are offering students (details are also in this newsletter). We are trialling this next week with view to doing similar with English and Science. I look forward to hearing whether it is something worth pursuing.

Year 11 Transition Work and Taster Sessions

There is a lot in this week's newsletter about Transition Work for our Year 11, as well as our upcoming online Sixth Form Taster Sessions. I hope that this gives some structure to Year 11, helping them prepare for what will be challenging Sixth Form courses. In addition, Year 11 could also use GCSE Pod to revise some of the GCSE knowledge they should be familiar with prior to starting in Year 12.

Year 10 and 12

After much planning and anticipation, we finally welcomed Year 10 and 12 students back on-site this week. Given press speculation with regard to likely attendance I was wary about predicting numbers. I need not have worried. FPSS students have returned in large numbers and it has been a pleasure to welcome them back into school. As a result of such a positive first week we have been able to increase the length of the Year 10 sessions from two 60 minute slots to two 90 minute lessons. Year 10 students, parents and carers will have received a letter from me today regarding this.

Free School Meals Vouchers

There has been a lot in the press this week about Free School Meals vouchers following a campaign led by the footballer Marcus Rashford for the voucher scheme to be extended through the summer break. Lots of families' circumstances have changed due to coronavirus. If you think you may now qualify please do apply here:

HOW TO APPLY FOR FREE SCHOOL MEALS

Take care and keep safe.

Dr Andrew J Morrison (BA Hons, PGCE, MA, PhD)



GCSEPod

AWARD WINNING DIGITAL CONTENT



We are delighted to announce that Furze Platt Senior School has recently invested in GCSEPod, the award-winning digital content and revision provider used by over 1,250 schools worldwide. As a subscriber, your child now

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WANT TO MAXIMISE YOUR PROGRESS?



gcsepod
education on demand



Be the best you can be
with your GCSEPod Boost Playlists



Log on now @ www.GCSEPod.com

has access to GCSEPod's library of over 6,000 'Pods,' 3-5 minute videos designed to deliver knowledge in short bursts. GCSEPod makes learning and revision much more manageable: every Pod is mapped to an exam board, and contains all the right facts, quotes, keywords, dates and annotated diagrams that your child needs for GCSE success – all neatly organised into topics and exam playlists.

GCSEPod is most relevant to students who are currently in Years 9 and 10, however it can also be useful and beneficial to students in other year groups too. Many subjects now have 'Preparing for Key Stage 4' resources which will benefit both Year 8 students and in some cases even some Year 7 (more able) students. Many subjects on GCSEPod now also have 'Preparing for Key Stage 5' resources which will really benefit Year 11 students getting ready for Level 3 qualifications, as well as Year 12 and 13 students when they are either tutoring younger students or revising for their Level 3 examinations.



gcsepod
education on demand

FOR LEARNING, HOMEWORK AND REVISION

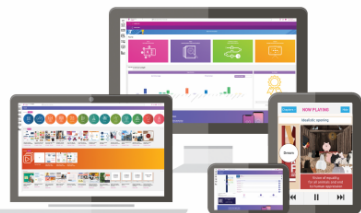
- ✓ Flip the classroom
- ✓ Independent learning
- ✓ Ever-evolving content
- ✓ Set and mark homework
- ✓ Knowledge gap identification

“

GCSEPod is a very significant step in helping to declutter the working lives of teachers, to reduce their workload, to make them more effective in monitoring their students, and then in providing more customised feedback

Geoff Barton, General Secretary
ASCL

”



LOG ON NOW @
www.gcsepod.com



One of the best things about GCSEPod is that you can download any Pod to your child's mobile device, and then they can watch them at any time, in any place, with or

without internet. It's like they're carrying a whole set of textbooks in their pocket!

GCSEPod also has the ability to identify knowledge gaps and automatically send playlists to help fill them. After completing any homework set on GCSEPod, your child will get a personalised 'Boost Playlist' of Pods relevant to their identified areas of weakness. We strongly suggest you encourage your child to review these playlists regularly as this will speed up their progress.

We recommend that you talk about GCSEPod with your son or daughter – check that they've successfully activated their account and encourage them to make use of this amazing resource throughout their GCSE's. Once they've activated their account, they can browse the GCSEPod library and create their own playlists – just as they would when they're listening to music.

For more ways to support your child using GCSEPod, please visit www.gcsepod.com/parents where you'll find lots more information and resources. Your child has already been registered with GCSEPod, so all they need to do is activate their account by following the instructions attached. If your child has already activated but can't remember their username and password, please ask them to contact a member of staff.

Mr J Dollery, Assistant Headteacher

[LINK TO GCSE POD ON FPSS WEBSITE](#)

YEARS 10 AND 12 RETURN TO FURZE PLATT

YEAR 10
YEAR 12

It has been wonderful to see so many Year 10 and 12 students returning to lessons this week. Please could we request that if your child has returned to school and is subsequently unable to attend due to illness etc that parents

Cont. on page 4

contact the attendance line to notify our Attendance Officers of your child's absence.

The absence line number is 01628 625308 - Year 10 is ext.500 and Year 12 is ext.650.



YEAR 11 SIXTH FORM TRANSITION

Dear Year 11 Students, Parents and Carers,

I am writing to you with details regarding Sixth Form Transition for Year 11 students, and with arrangements for our Taster Days scheduled for this term.

Before I give any details, I wanted to acknowledge that, for many students and families, the period of lockdown has presented a number of challenges. The removal of examinations has been a unique situation and has left a period of time in Term 6 that would usually have been spent in revision and in the undertaking of formal examinations.

Whilst this has indeed been a stressful time, it presents an opportunity that we are keen to take advantage of to begin the Sixth Form transition process earlier, allowing for a more gradual and comfortable bridging process from GCSE to the post-16 environment.

This letter seeks to give guidance on how preparation will extend to students throughout the final term of the academic year here at Furze Platt.

Sixth Form Transition Work

As you will be aware, I have been setting Year 11 'Lockdown Prep' tasks throughout the duration of Term 5, which have been designed to provide students with useful and applicable transferable skills that will serve them well in their post-16 studies. Seminars on effective note-taking, wider reading and online enrichment courses have all been disseminated to Year 11 and I hope these have been both valuable and stimulating.

We have collated tasks from each subject area that pertain to the specific courses students will study with us in September and will release these in one publication per week so that Year 11 students have a 'one stop shop' where they can find all their Transition Work easily.

Transition Work will be released in a very similar format to the Lockdown Prep work from Term 5. Furze Platt students will have these tasks sent to them via Show My Homework, while external students will receive their tasks via email from Mrs Wilson, Sixth Form Administrator.

Students should be aware that this Transition Work forms part or all of their formal summer work to help get them started in their post-16 courses and as such is a requirement of their course to be completed in advance

Cont. on page 5

YEAR 7 PGL IMPORTANT DATES

PGL

YEAR
7

- Jumper order by Monday 22nd June using this form:

PGL HOODIE ORDER FORM

- If this is not completed, a medium jumper will be ordered for your child.
- Final payments by Friday 10th July via WisePay.
- Medical form, behaviour agreement and mobile contract forms by Friday 10th July. These can be accessed on the school website from the 'Trips & Visits' section within the 'News and Events' tab. Please either return to school reception or email electronic versions to danielle.boseley@furzeplatt.net

of the new term.

Subject teachers will provide clear instructions with each task, including if they would like any work submitted over the course of each week as well as how work should be stored in readiness for the commencement of students' post-16 courses.

Sixth Form Transition work will be made available on the school website, under the Sixth Form tab, and will be added to each week. I would invite all parents and carers to explore work set by subjects and share in students' progress throughout the tasks.

I hope the Transition Work helps lay an excellent foundation for your future studies with us.

Sixth Form Taster Days

Our Taster Days were scheduled to take place on the 2nd and 3rd of July. Due to government guidance, it will be necessary this year to adapt how these important days are conducted. To this end, Sixth Form Taster Days will now be held virtually, much like many Higher Education Institutions are successfully running their Open Days.

The Sixth Form will be operating a series of hour-long Subject Taster Sessions, 30-minute Tutor Taster Sessions and two Sixth Form Assemblies throughout the week commencing Monday 6th July.

Students will be offered the chance to enjoy a seminar in each subject they plan to study in September, allowing them to gain valuable insight into their A-Level and Applied subjects. They will also have one Taster Tutor Session with a member of the Sixth Form Tutor Team to give them a flavour of how our form time operates. Both of these events will allow students to ask any questions they might have of staff prior to the summer break. Sessions will also help put faces to names for our prospective new Sixth Formers!

The two assemblies will be with me and will happen at the start and the end of the week, which will allow students to be welcomed to the Taster Sessions and given any key pieces of information they may need, before closing the week and wishing them well for the summer break.

All of these sessions will be run via Microsoft Teams, which is available to students easily through a mobile app or directly through the Microsoft website, with no need to register. We are currently putting together the timetable for this week and will send out further details with regard to specific times for seminars and access instructions for Microsoft Teams.

Thank you for taking the time to read this letter. I hope these two transition events are as exciting for you as they are for us.

Mr P Ging, Head of Sixth Form

YEAR 11 TRANSITION INFORMATION & SUMMER WORK



YEAR
12

YEAR 12 CONTROLLED ASSESSMENT GUIDANCE

If students have any queries on the recent letter from me, they should contact their form tutor who will be happy to provide further guidance.

Mr P Ging, Head of Sixth Form

YEARS 7 – 9 MATHS TEAMS MEETINGS

The Maths department are now offering their classes in Years 7 – 9 (as well as their Year 10 classes when not in school for maths) a weekly Q&A session on MS Teams. Students will receive an email from their class teacher with specific timings but can also check their Teams calendar. These sessions are an opportunity for students to directly speak with their Maths teacher about any issues they may be having with accessing their maths work or with the understanding of the content. Students can sign in at any time during their one hour slot to ask their question. Of course, teachers will also respond to any requests for help via email if this is preferred.

YEAR 10 FRENCH / GERMAN / SPANISH SPEAKING EXAMS

The MFL Team will be conducting a practise speaking exam this term with all Year 10 students studying a GCSE language. Via SMHW, students have already been issued with a role play card and photo card to prepare and they should also be focusing on two conversation topics: Free time and Holidays. Class teachers will be in contact with their students via email to confirm the date and time of each student's practise speaking exam (which will not clash with lessons in school). These will be conducted over the phone and students will be allowed to refer to their notes throughout.

Mrs D Jack, Head of MFL

CAREERS INTERVIEWS FOR YEAR 10 STUDENTS

YEAR
10

Dear Parents and Carers,

I would like to introduce myself as the school's Careers Leader. I have taught at the school for many years and may even have taught PSHE to your son/daughter in the past but in September I gave up teaching to concentrate on the careers work.

One of the things I do is meet with students individually for a careers interview. The purpose of a careers interview in Year 10 is to talk about possible plans for after Year 11 and about any ideas students might have for a future career.

If things were normal, by now I would have finished the careers interviews with Year 11 students and be starting to meet with Year 10. As this cannot now happen in the usual way, I would instead like to offer support or advice by email or phone. I realise that some students won't feel ready to start thinking about this yet; however some may be thinking ahead and might find it useful to chat about their ideas. So if any students have any questions at all about their options for after finishing Year 11 or would like to chat about anything to do with any future plans they may have, they are very welcome to get in touch, by emailing me in the first instance at judith.bubb@furzeplatt.net. Hopefully it will be possible to resume face-to-face careers interview at some point in future, but in the meantime I look forward to hearing from students by email.

Mrs J Bubb, Careers Leader

YEAR 11 HOODIES

YEAR
11

We will be inviting Year 11 students to collect these during week commencing 29th June, they will be invited up in form groups at specific times / dates so we can practise social distancing.

We will send out an email with timings in the next few days.

Thank you all for your patience with this matter.



UCL Medical Sciences Lecture Series for Year 11 and Year 12

UCL have launched the UCL Medical Sciences Lecture Series designed to inspire Years 11 and 12 students and engage them with the fascinating world of medical sciences.

Join Professor Mervyn Singer for an online lecture and Q&A on Friday 26th June at 12.15pm. Professor Singer will talk about the challenge of treating seriously ill COVID-19 patients on the front line, his innovative work with Mercedes Formula 1 to develop new devices to help patients, and answer your questions.

[REGISTER HERE](#)

If your son/daughter is interested in learning more about studying medicine at university then please contact me – katie.inwood@furzeplatt.net.

Free 90 Premium trial with Brilliant.org

Furze Platt is eligible for a free 90 day Premium trial with Brilliant.org. Brilliant courses create a culture of learning around inquiry, curiosity, and openness to failure in Maths and Science. Their courses range in difficulty and are suitable for Years 7-13. They are designed by lifelong learners from MIT, Caltech, Duke, the University of Chicago, and more. You can find out more about their courses here:

[BRILLIANT.ORG PRINCIPLES](#)

This is a great opportunity as personal subscriptions for Premium are normally quite expensive due to the quality of resources which extend way beyond what is taught on the curriculum. The benefits of a Brilliant Premium account can be viewed here:

[BRILLIANT.ORG PREMIUM](#)

Please note that there is no payment or conditions associated with the free trial; all the accounts will revert

Cont. on page 7

to the free accounts after the 90 day Premium access expires. If you are interested in a free Premium subscription for your son/daughter then please complete this form by Monday 22nd June. Any requests after this date cannot be honoured.

GIFT online Seminars

GIFT has been supporting the brightest and most curious young minds for forty years. The organisers at GIFT have scheduled online seminars on philosophy, debating and drama for a small cost of £7. The descriptions of each seminar are featured below:

Philosophy – This hour of online philosophising (with 5 minute brain-break at half time) will give you the chance to puzzle over some juicy, interesting questions with other curious young minds from around the country.

Debate - We'll debate questions from the just-for-fun to the serious, sometimes in pairs, sometimes as a whole group, and with some Argumentag Wrestling in which teams can pit their wits against one another. The vibe is a bit more competitive than in a philosophy seminar, but it's a playful sort of competition.

Drama - Improvisation is a great way of connecting with people, having fun and being creative. This session is going to focus on story - using games to build on each other's ideas and create tall tales out of thin air. There will be lots of laughs, but don't feel you need to be a 'funny person' to enjoy it and be good at it – it's not about cracking jokes but rather about building on each other's ideas and seeing where the magic comes from. Improv is for everybody!

Book a place or find out more here:

BOOK A PLACE

Miss K Inwood, More Able and Talented Coordinator

Year 8:
Lars Cheli
Jess Thomas

Sam King

GERMAN

Year 9:
Harvey-Leo Bond
Jessica Bristow
Hadi Anabtawi
Karim Anabtwai
Liam Fitzgibbon

Balraj Kaur
Mia Lawrence
Esha Rehal
Finnley Tanner
Lucas Bourne

Year 10:
Charlie Stinton

SPANISH

Year 7:
Zac King
Lizzie Johnstone
Marina Brati
Freya Stevenson

Year 8:
Jake Coomes

Year 9:
Ollie Stone
Adleigh Webb

Year 10:
Ed Gumuliauskas
Leo Boyes

A HISTORICAL FICTION

Year 8 History students have been learning about factory life during the Industrial Revolution, particularly how far life changed for children after the passing of the 1833 Factory Act. Students wrote a piece of historical fiction to demonstrate what they had learned.

CHILDREN IN THE FACTORIES DURING THE INDUSTRIAL REVOLUTION

By Holly Bray, Year 8

I was shaken awake by Ralph this morning, "Wake up Bert it's time for your shift! Well get going he's in a terrible mood today!"

I got to my feet and made for the wooden door as Ralph took my place on the bed, I winced as I grabbed the door handle with one of my blistered hands. I stumbled through the large factory door just in time and hurried over to the where Ned was digging his arm into a large

Cont. on page 8

LINGUISTS OF THE FORTNIGHT

FRENCH

Year 7:

Jessica Hulme
Leo Ing
Jon Sanchez Ansuategui
Alfie Wiggins
Sean Worthington
Bradley Ing

Maksymilian Nawrocki
Lucas Escott
Manuel Mizik
Zara Webb
Alex Breen
Oscar Tisshaw
Daniel Gibbon

can and heaving out some wool, there was already a big pile I had to get started quickly. I greeted Ned with a subtle nod and without saying a word began the painstaking job I'd been doing for years, I grabbed two ends, took a deep breath and began rubbing them together, my sore palms immediately began bleeding again. Ned coughed and spluttered, I looked over to him, he must've breathed in the cotton particles, I should've warned him of that, he only started last week, told me he's only 4, he was brought him from the orphanage.

I looked back to what I was doing I had stained the cotton with blood! The overseer would be coming over soon! I began to panic, then I felt a strong arm grab me by my waist and before I knew what was going I was in a basket which was being hauled towards the factory ceiling I looked down to see the overseer with the smuggest grin I've ever seen. I was sweating and coughing from the heat and cotton rising. I looked down at the other apprentices, crawling under machines I heard a scream and whipped round to see a girl, my friend Annie staring horrified at her bleeding hand on which only three fingers remained. I gasped and decided not to look down again.



I was shaken awake the next morning by Ralph grinning widely, I looked around and saw double the number of new beds including mine, I slept so well I did not notice any of this since I was so tired.

"Get up we got school!" Ralph said, still grinning.

"I'm not that gullible!" I yawned

"It's not a joke! Hurry up!"

I looked around and saw everyone sliding on their shoes and heading for the door, all smiling gleefully. I couldn't believe it. I was pulled to my feet by Ralph.

"But, shouldn't you be in bed?"

"Not anymore! Not allowed to work at night!"

He pulled me to my feet, and I slipped on my shoes, we stepped out the door into the winter morning.

"This way!" called Ralph, indicating to a large part of the factory I'd never been to.

He opened the door and we went inside, I gasped at the sight, rows and rows of chairs and desks set out, most of them occupied by a grinning child. Ralph took a seat near the back and nodded to an empty one next to it I sat down quietly. I looked to the front where a man stood next to a blackboard not showing any sign of emotion. I picked up the slate that was on my desk and began copying down what he was writing.



"Work now Bert." Ralph sighed as we walked out the door side by side after being dismissed.

I nodded grimly.

We set to work, together for the first time, we winced at the same and stifled our laughs.

"Not long left till we're done Bert!" Ralph whispered under his breath

"Eh? We still got ages!" I said in the same tone looking up at the huge clock on the wall.

"Less hours nowadays!" He told me.

We both grinned.

Once we had been told the leave we made our way back to our beds.

"Streets empty, who's for a game of football?" Robert said bundling his jumper into a ball.

There were multiple cheers from around the room and a joint rush for the door.

"We've got all the time in the world!" I heard a voice through the murmur of noise.

Well done Holly!



Evie Napier



Jack Gulliver



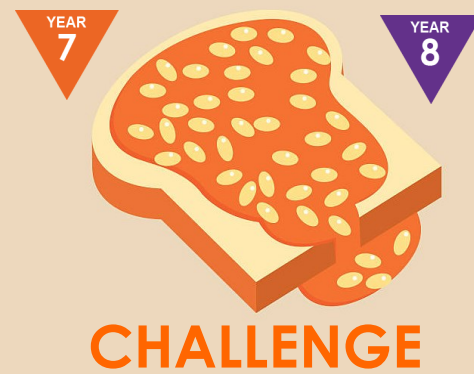
Alice Schumacher



Ryan Hughes



BEANS ON TOAST



Jacob Hopson



Ben Hearsey



Luke Shaw



Eliza McLaughlin



Fiona Carter



Abigail Leech-Baldwin



ALUMNI NEWS

ANDY KING TO LEAVE LEICESTER CITY FC

Many congratulations to Andy King from us all at Furze Platt Senior School for his incredible achievements at Leicester City FC. Andy left Furze Platt with nine GCSE's to begin a scholarship with Leicester City aged just 16.

Now aged 31, he has been at the club for 16 years, during which time he has been the only player in the Premier League era to have lifted the League 1, Championship and Premier League titles with the same club. He is Leicester's highest scoring midfielder of all time with 62 goals.

We wish him all the best for the future.



Andy King pictured with the Premier League, Championship and League 1 trophies in the King Power Stadium dressing room.

donations of all your child's outgrown Games Kit. Please support our fundraising efforts and maintain our recycling ethos. To reduce handling by PTFA volunteers and to aid the Sale process, we ask that you follow the below guidelines:

- 1) Ensure ALL ITEMS are in a very good, clean and saleable condition.
- 2) Tie your bags securely before dropping off.
- 3) Use the drop box in school Reception before 3pm or message us through our Facebook Page: <https://www.facebook.com/fpssptfa/> or email: ptfa@furzeplatt.net for locations near you.

Thank you

NEW ADDITION TO THE FURZE PLATT FAMILY



And finally... welcome Harry Jack Sharp, born on Friday 12th June at 9.27am and weighing in at 8lb 2oz. Mum (Mrs D Sharp, teacher of English) and baby doing well and really enjoying being a family of three!

Happy Father's Day for Sunday!



**SECONDHAND GAMES UNIFORM SALE COMING
SOON - KEEP IN TOUCH HERE AND ON OUR
FACEBOOK PAGE**

PTFA FACEBOOK PAGE

Have you cleared out your wardrobes, drawers and cupboards recently? If so, then the PTFA would love



Learning Support Assistant – to Start 1st September 2020

Part time, 30 Hours a week, start time 8.45am, finish time 3.15pm (includes a half hour unpaid break). Monday to Friday, term time only. Actual salary Scale 2c, £13,300 - £13,500 pa depending on experience

We are looking for an enthusiastic and reliable individual to join the Shine team and provide targeted support to our students with ASD (Autistic Spectrum Disorder).

You will work under the direction of classroom teachers and, in line with any agreed special needs and other specialist plans, provide support to individual students in the completion of a wide range of learning activities at all key stages. You will support small groups of students for interventions and mentor nominated students. You will help students develop their social and communication skills and gain access to the curriculum by ensuring effective use of differentiated instructions and tasks provided by teachers.

We are looking for a team player, who is able to communicate sensitively and confidently with staff, students and parents. This role would suit someone who is able to use their own initiative and who has strong organisational and time management skills. This role might suit someone who is working with or has worked with students in a school setting with experience or knowledge of either SEN (Special Educational Needs), ASD or both.

For further information about this role and in order to complete a Support Staff application form please refer to our school website www.furzeplatt.com. Application forms should be returned to Kiran.smith@furzeplatt.net. Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: Friday 3rd July 2020 at 9.00am
Interviews will take place week commencing 6th July

APPLY TODAY

Special Educational Needs Administrator – to Start 1st September 2020

Full time, 37 Hours a week, start time 8.30am, finish time 4.30pm (includes a half hour unpaid break). Monday to Friday, term time only. Actual salary Scale 4, £17,700 - £18,490 pa depending on experience

We have an exciting opportunity for an experienced Administrator to support our Special Educational Needs Co-ordinator (SENCo) and Learning Support Department during term time. You will support the SENCo with a range of administrative tasks including responding to emails and telephone queries, maintaining SEN records and preparing reports for students' annual reviews. You will also help set up a transition day for primary year 6 students with additional needs which requires liaising with feeder primary schools to make appropriate arrangements. You would also support the department with managing exam access arrangements for students who are eligible by liaising with parents, school staff and other stakeholders. Attendance at review meetings and taking minutes is sometimes required.

Strong organisational and time management skills with an ability to meet deadlines are key requirements of this role. If you have excellent administrative skills, enjoy using your initiative as well as working with a part of a team and are happy working in an environment with young people where no two days are ever the same then we would be interested in hearing from you.

For further information about this role and in order to complete a Support Staff application form please refer to our school website www.furzeplatt.com. Application forms should be returned to Kiran.smith@furzeplatt.net. Only applications submitted on the school application form will be considered.

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