

Job Description for SEN Early Help & Inclusion Administration Assistant

Key Responsibilities

SEN Administration & Coordination

- Maintain and update the SEN register, provision map and relevant SEND databases.
- Assist with the preparation, submission and coordination of EHCP requests, annual reviews and consultations.
- Gather evidence and information from teaching staff, external professionals and families to support SEND processes.
- Support creation and maintenance of pupil profiles, support plans and Assess–Plan–Do–Review documentation.

Prepare reports, agendas, paperwork and minutes for SEN meetings.

Early Help Administration

- Support Early Help referrals, assessments and case coordination.
- Arrange and schedule Early Help and multi-agency meetings, ensuring accurate minute-taking and distribution.
- Maintain up-to-date and secure Early Help case files, consent forms and action plans.
- Track Early Help timelines, follow-up actions and outcomes, providing regular updates to the SENCo/Early Help Lead.
- Be a point of contact for families seeking Early Help or SEND guidance, ensuring timely communication.

Pupil Support

- Assist with implementing interventions and monitoring pupil progress.
- Provide targeted support to pupils with SEND where appropriate, including small-group or 1:1 sessions under the direction of the SENCo.
- Support transition arrangements and ensure relevant information is passed on to receiving or previous settings.

Monitoring, Data & Compliance

- Support SENCo in analysing SEND data for internal reviews, quality assurance and governance reporting.
- Ensure compliance with the SEND Code of Practice, Early Help frameworks and school policies.
- Maintain high standards of accuracy and confidentiality in all records and communications

General Responsibilities

- Uphold the safeguarding and wellbeing of pupils at all times.
- Undertake relevant CPD related to SEND, Early Help, safeguarding and multi-agency working.
- Contribute to the wider administrative functions of the school/service as required.

EQUALITY OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

SAFEGUARDING CHILDREN

The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. We reserve the right to close the job advert early should we receive a high number of applications. If you have previously applied for this role in the past 6 months, please do not reapply. All appointments involve regulated activity and are subject to an enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.