

SEND Administrative Assistant Job profile



Core purpose

To work under the direction of the SENDCo:

- To carry out daily administrative tasks relating to SEN.
- To undertake work, care and support programmes to facilitate learning of students with Special Educational Needs, assisting teachers to implement support strategies included on One Page Profiles.
- To plan and deliver one-to-one and small group evidence-based interventions to targeted students.
- To record students' progress accurately.
- To assist with examination invigilation/support as required.
- To accompany and supervise designated students on educational trips and visits as required.

General Responsibilities (all staff):

- Perform duties and attend meetings as reasonably required.
- Participate in the School's performance management scheme.
- Undergo in-service training where required.
- Contribute to the school's pastoral system.
- Observe and implement current school policies and good practice.
- Contribute to the overall Christian ethos/work/aims of the school.
- Carry out such particular duties as the Headteacher may reasonably direct from time to time.

Support for the School:

- Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, SEN Code of Practice as well as general staff procedures.
- Contribute to the overall ethos, vision and aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Accompany teaching staff and students on visits, trips and out of school activities as required.

Key Responsibilities – SEN Administrator:

- Under the direction of the SENDCo, collate and prepare paperwork relating to assessments, exams access arrangements, EHCPs and referrals to other agencies.
- Under direction of the SENDCo, liaise with parents of students with SEN and/or social, emotional, mental health issues to arrange parent meetings, respond to parent emails and respond to phone calls
- Share good practice with and train other LSTs in relation to the use of ICT when necessary.

Key Administrative Duties

To support the SENCO:

- Manage the SENDCo's diary, diarising meetings with parents and outside agencies.

- Answer enquires, email, send letters and reports to parents/outside agencies.
- Liaise with parents, the LA and other stakeholders as necessary.
- Work with the SENCo to ensure all annual review paperwork is completed and submitted on time.
- Under the direction of the SENCo, update the SEN Register and other records.
- Collate SEN statistical returns, as requested.
- Update students' SEN status on Bromcom in line with the SEN register.
- Under the direction of the SENCo, write and update key documentation including provision maps and One Page Profiles.
- Manage up to date record keeping (e.g., workshop overview, impact reviews from LSTs and teachers, student personal files).
- Support the SENCo in the completion for Form 8s, Form 9s and RF form for exams access arrangements.
- Schedule and manage external assessment of students who are identified as potentially qualifying for access arrangements.
- Support the SENCo in gathering evidence from departments to back-up access arrangements for students with SEN.
- Maintain a record of GCSE access evidence to back-up the application to JCQ.
- Working with the SENCo, submit the application for GCSE access arrangements within the JCQ deadline.
- Timetable examination access for students with SEN during termly assessments – from Years 7 to 13 - communicating this to Heads of Department, relevant teachers and LSAs.
- Update student records as appropriate and assist the SENCo with more complex paperwork as and when necessary.
- Under the direction of the SENCo, carry out LUCID, reading and spelling tests when necessary, ensuring data is recorded, reviewed and communicated to relevant staff and agencies.
- Organise SEN transition day for Year 6 students, liaising with parents and primary schools and preparing relevant resources.
- Schedule and manage IAG visits for students, liaising with the LA and parents.
- Under the direction of the SENCo, assist with the ordering of resources needed for the department.
- Carry out any other duties as directed by the SENCo commensurate with the general level of responsibility of the post.

Person Specification:

Knowledge, skills and qualities:

- Has levels of numeracy and literacy equivalent to GCSE A-B/ Level 6 or above.
- Experience of working in an educational environment (desirable).
- Demonstrates a genuine interest in working in an education support environment.
- Embodies the Christian values of the school.
- IT literate: especially with Microsoft Office (particularly Word, Excel, Outlook and PowerPoint), knowledge of Bromcom, CPOMS and Edukey would be desirable.
- Previous business/administrative support experience.
- Able to work accurately and use own initiative.
- Strong attention to detail.
- Ability to prioritise workload.
- Maintains confidentiality of position.
- Eager to take personal responsibility to ensure the job gets done.
- An efficient and organised individual with an ability to communicate at all levels.
- Awareness of the Special Education Needs Code of Practice would be desirable.
- Always demonstrates professionalism.

- The ability to relate well to children and adults, including where necessary, the capacity to demonstrate a warm, but firm approach suitable for working with vulnerable students noting as appropriate where safeguarding concerns may be exhibited.
- The ability to work constructively as part of a team, understanding administrative and classroom roles/responsibilities and own position within these.
- Willingness to participate in further development and training opportunities.