

## Job description: Inclusion Support Administrator

<b>Location</b>	Oxford Spires Academy
<b>Contract term</b>	Permanent
<b>Full time/term time</b>	Term Time Only
<b>Pay range</b>	Grade 5 SCP 5-7
<b>Reporting to</b>	Assistant Principal responsible for inclusion

### Job purpose

To support students, teachers and our pastoral support teams with a wide range of issues. Supporting the academy through the accurate and efficient completion of administration tasks related to our provisions for vulnerable students, including, PP, CWCF, SEN and EAL students.

### Main duties and responsibilities

- € Provide administrative support as required by inclusion team.
- € Support our students in terms of wellbeing, general queries, contacting parents/carers as required.
- € To be available and approachable to student's needs, referring onwards to Form Tutors, Heads of Year as required.
- € To engage in regular but also emerging Welfare Checks of vulnerable students, as instructed.
- € To obtain vulnerable Student Voices for meetings, as instructed by inclusion team.
- € Maintain records of students in relation interventions and provisions for vulnerable and update necessary internal and external professionals.
- € To be sensitive and helpful when dealing with parent/carer enquires.
- € To be alert to any concerns i.e. safeguarding and inform appropriate Safeguarding Team and collaborate on necessary actions.

- ⌘ Co-ordinate bookings and arrangements as required by inclusion team
- ⌘ Attend meetings and reviews to take minutes, to be shared with appropriate internal and external professionals, as instructed by the inclusion team.
- ⌘ To attend meetings and reviews to represent absent staff
- ⌘ To undertake, record and update all Risk Assessments, Provision Map and other records in relation to vulnerable students.
- Provide administration support to the Special Educational Needs Department and EAL faculty, including pupils on the SEN register, and EAL by means of collating and inputting data on SIMS, and other relevant systems
- Dealing with SEN related correspondence, be it with outside agencies, parents, and own school colleagues
- Gather documentation for key meetings, liaising with all necessary staff and outside agencies.
- Assist in maintaining an up-to-date schedule of interventions

## General

- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Provide General administrative support to ensure the smooth running of the academy as required.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*