

**THE BISHOP OF WINCHESTER ACADEMY  
JOB DESCRIPTION- SUPPORT STAFF**

**Section One  
General information**

<b>Post Title</b>	Inclusion Administrator
<b>Post Holder:</b>	
<b>General Duties:</b>	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people, and contribute to the overall ethos, work and aims of the Academy.</p> <p><b>Purpose of the Role:</b></p> <p>To provide high-quality administrative support to the Inclusion team.</p> <p><b>Main duties and responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Prepare annual review paperwork for students with Special Educational Needs (SEN), ensuring accuracy and timeliness.</li> <li>• To coordinate the inclusion calendar for the inclusion team.</li> <li>• Manage and track initial referrals for learning support from teachers/pupils/parents/specialists whilst providing first level support.</li> <li>• Setting up, and managing, spreadsheets and systems to help with monitoring and recording of information within inclusion.</li> <li>• Work closely with the Exams Office to manage the JCQ Access Arrangements Online application process for public examinations and manage an electronic filing system which includes all required regulatory documentation for annual JCQ inspections.</li> <li>• To liaise with the Exams Officer to support with administration of EAAs during exams.</li> <li>• Attending and producing minutes for meetings pertaining to Inclusion, as necessary.</li> <li>• Keep accurate records monitoring and tracking pupil history of need, normal way of working, from contact with teachers and monitoring during exams and initiate changes if necessary.</li> <li>• Manage and prioritise the assessment list and diarise/liaise with specialist assessors regarding pupil assessment.</li> <li>• To comply with all GDPR regulations. Share documents with teachers and other relevant staff and collect necessary information.</li> <li>• Send holding emails to parents when awaiting contact from the SENCO.</li> <li>• Schedule appointments for AP and EHCP reviews.</li> <li>• Serve as the initial point of contact for parents, providing support and direction where necessary.</li> <li>• Complete initial paperwork for external agencies (e.g., Speech and Language Therapists (SALT) and Educational Psychologists).</li> <li>• Scan, upload, and organize documents into the SIMS.</li> <li>• Assist with maintaining and updating the Provision Map to ensure accurate tracking of student support.</li> <li>• Perform general administrative tasks such as filing, photocopying, and document preparation as required by the Inclusion Team.</li> <li>• Provide administrative support to the inclusion team for various tasks.</li> </ul>

**Safeguarding:**

TBOWA is committed to safeguarding and promoting the welfare of children and young people. We accept all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

This role will require regular interaction with students which equates to a regulated activity with children. The postholder must at all times act with due regard to the academy's child protection and safeguarding policies and procedures and the academy's staff code of conduct.

The following duties will be deemed to be included in the duties which you may be required to perform:

- Child protection
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

<b>Reporting to:</b>	SENCO/ Assistant SENCO/ ALT
<b>Responsible for:</b>	Providing high quality and responsive admin support for the inclusion team, with a particular focus on the AP and EHCP review processes.
<b>Liaising with:</b>	ALT, SENCO, staff, Governors, students, parents, external agencies and professionals
<b>Nature of Contract:</b>	Standard Terms and Conditions of Support Staff
<b>Salary Scale:</b>	SCP 19
<b>Disclosure Level:</b>	Enhanced

**Section Two  
Professional Duties and Responsibilities**

<b>Ethos</b>	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self- discipline, creativity and hope.
<b>Self-Development</b>	<ul style="list-style-type: none"> <li>• To continually seek development opportunities to improve personal performance</li> <li>• Vice Principal is advised of training needs.</li> <li>• Development opportunities are sought/acted upon.</li> </ul>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile</li> <li>• Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes</li> <li>• Level of self-motivation and encouragement of others. Support development of the academy ethos, contribute positively towards the development of specialisms.</li> </ul>

<b>Policy promotion</b>	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
<b>Safeguarding</b>	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
<b>Confidentiality</b>	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
<b>Flexibility</b>	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.
<b>Additional Notes</b>	<p>Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be specified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The Academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current but in consultation with you may be changed by the Academy Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.</p>

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.