

JOB DESCRIPTION

[Chingford Foundation School](#) [Chingford Academies Trust](#)

Title of Post:	SEN Administrative Assistant
Grade/Pay Range:	Scale 4 (spinal points 7 - 11) £9011 - £9541 (Actual Prorated salary)
Hours:	12 hours p/w (2 days a week, days to be confirmed), term time + 5 Inset days
Department:	SEN
Responsible to:	Lead Inclusion Administrator and SENDCo
Responsible for:	None
Key Contacts:	External – Parents; Internal – Staff/Pupils

The SEN Administrative Assistant provides essential administrative support to the SEN team, helping to ensure pupils with SEN are effectively supported. The successful candidate will have a flexible approach, along with good communication and organisation skills. Excellent attention to detail, a positive 'can-do' attitude, a respectful approach to daily tasks and the ability to work in a fast-paced educational environment is essential.

FACILITIES AND RESOURCES

The school provides outstanding facilities for teaching and support staff, including designated classrooms and offices. The postholder will be based at Chingford Foundation School, working within the SEN team's shared office space. The site has free on-site school parking and a canteen serving hot and cold food.

LINE OF RESPONSIBILITY

The post holder is directly responsible to Lead Inclusion Administrator and SENDCo

JOB PURPOSE

- To provide a high-quality administrative support as required and directed
- To support the Lead Inclusion Administrator
- To support with Exam Access Arrangements

MAIN DUTIES / RESPONSIBILITIES

- To provide an administrative service to the SENCO which will include typing/word processing documents, taking and receiving telephone calls, making diary appointments, taking minutes, record keeping, organising and arranging meetings with outside agencies/parents/prospective parents etc.

- To maintain accurate and up to date records of SEND provision and students' progress
- To collate information for a range of specialist documentations, including all forms and documentation related to SEND provision; for example, Annual Reviews paperwork, TAF minutes, CAMHS referrals, referrals to other outside agencies and specialist support workers
- To follow up on any outstanding information and documents with external agencies and to facilitate the smooth running of annual reviews, TAF and CAMHS meetings etc.
- To be the first point of contact in the Inclusion Department for staff, students, parents and other outside agencies
- To help raise the attendance and punctuality of students in the SEND provision
- To maintain SEND files, personalised learning plans, co-ordinate CAMHS referrals, support the work of the Educational Psychologist when they are on site, to liaise with the Speech and Language Therapist and ensure the smooth running of all external agencies on site
- To deal with the administration of all new SEN students to the school liaising with feeder schools, Data team, Year team, Local Authority, teaching staff and parents
- To set, prepare and circulate agendas for all meetings inside and outside of school, where the line manager has taken on the responsibility of setting the agenda
- To minute department meetings to include Teaching Assistant meetings, Inclusion Forum, meetings with parents, those with other professionals and Annual Reviews
- To respond to general telephone queries and to make a written or electronic record of calls and answer-phone messages on all Inclusion Faculty matters
- To order, maintain and distribute equipment and associated power accessories to pupils with SLCN and Hearing/Vision Impairment and to monitor that equipment to ensure that it is working effectively and efficiently
- To support the SENCO in the preparation of departmental policies (e.g., SEND policy, SEND Code of Practice etc.) as directed and to liaise with senior leaders to ensure that policies are returned to the appropriate committee every second year (minimum) to be ratified for continuing use
- To organise the printing and distribution to staff of the Faculty's policies
- To liaise with Finance Office regarding departmental orders and the payment of invoices for consumable items and services to the department to include administration related to SEND supply staff
- To book, meet, welcome and induct SEND supply staff and professionals from outside agencies ensuring that DBS documentation is passed to the Human Resources prior to commencement of work
- To co-ordinate the work of general and agency teaching assistants working with SEND students, ensuring that they are fully deployed throughout the school day

- To support the organisation of out of classroom learning to enrich pupil's social and academic experiences, and work with line managers to ensure that agency staff are fully deployed to deliver extra-curricular activities
- To liaise with the Finance Office, relevant senior leaders/trips organisers and the Educational Visits Co-ordinator (EVC) regarding trips to ensure that staffing levels, communication to parents, risk assessments etc decided upon by the SENCO are effectively conveyed to them
- To receive SEND files on Year 6/7 transition or on entry for casual admission. To read each fully and to bring to the attention of the Year Leader designate and/or CP (Child Protection) team any concerns of relevance to their work in addition to briefing the SENCO about the particular needs of any pupils he/she may not have met on primary schools' visits
- To support the EHCP review process for SEND students liaising with colleagues, parents and professionals to ensure paperwork and meetings are planned effectively
- To promote a whole-school approach to inclusion and ensure, in conjunction with the line manager, that staff are aware of their responsibilities in relation to SEND

EXAM ACCESS ARRANGEMENTS

- To act as the school's main point of contact for staff and parents in relation to existing or proposed exam access arrangements
- To attending regular training and maintaining up-to-date knowledge of Joint Council for Qualifications requirements in relation to Exam access arrangements and to exams
- To follow the school's EAA policy, deciding whether to initiate the screening process for a student
- To collect and co-ordinate the completion of paperwork for all students who are eligible for access arrangements
- To monitor students' use of EAA and initiating changes if necessary
- To apply to exam boards for EAA for all assessments including GCSEs, A levels, Cambridge Technicals, BTecs, Functional Skills, Step Up etc.
- To support staff in KS3 and KS4 exam timetabling for the small number of students with agreed EAA
- To act as a key member of the Exam team during Year 10, 11 and 12 mocks and during all public exams, by:
 - Ensuring that invigilators are fully aware of students' EAA and are trained appropriately
 - Timetabling LSAs acting in role of invigilators

- To act as assistant to the Examinations Officer, especially during exam periods, including helping set up examination rooms, collating examination papers and preparing them to be sent to the Awarding Bodies, invigilating exams when necessary, and acting as Roving Invigilator during exams
- To upload papers for 'Read Write Gold' users and being in the RWG exam room until set up is complete
- To arrange 'emergency' EAA for students during exam time as necessary
- To liaise as required with the Examinations Officer, Learning Support faculty, the Paraprofessional & School related personnel, teaching staff, external professionals (e.g. educational psychologists, Child & Adolescent Mental Health Services etc) and other educational settings
- To ensure that JCQ deadlines are met
- To organise and manage student files, ensuring required evidence is up-to-date, in preparation for JCQ inspection(s)
- To attend regular meetings with the Examinations Officer
- To develop and improve existing processes and systems relating to access arrangements
- To participate in line management as required
- To undertake other relevant administrative tasks as directed by the Examinations Officer

OTHER

- To keep abreast of current developments in SEND legislation and practice
- To contribute to the wider Trust community by participating in relevant activities and initiatives
- To contribute to and maintain a clear and safe working environment both within the office and within the department
- As part of the wider team, assist with general administrative duties, cover for reception, printing, planning and delivering key events/programmes including vaccinations, interviews, photography, open days, student transition events.

GENERAL

- These above-mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the Trust
- To always perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
- To be committed to, and comply with, all Trust policies

- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work
- To participate in effective one to one meetings with line manager
- To participate in continuing professional development opportunities as directed or identified through one-one meetings and ensuring ability to fulfil role effectively
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
- To work effectively and successfully in your team within the Trust.

OTHER REQUIREMENTS

To have an up-to-date Enhanced DBS Disclosure.

SAFEGUARDING

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder

Signature Date

**PERSON SPECIFICATION
SEN ADMINISTRATIVE ASSISTANT**

JOB REQUIREMENTS	Essential	Desirable
QUALIFICATIONS		
GCSE grade C/4 or equivalent in English and Maths	X	
Evidence of recent professional development		X
EXPERIENCE		
Experience of working in a fast-paced professional environment		X
Experience of working in an educational environment		X
Experience of working in a team		X
Experience of administering SEND records, Annual Reviews, or similar statutory documentation		X
Experience of exam administration or access arrangements (JCQ regulations)		X
SKILLS, KNOWLEDGE AND UNDERSTANDING		
Excellent organisational and administrative skills	X	
Ability to follow instructions and carry out set duties	X	
Ability to communicate effectively at all levels	X	
Proficient use of a range of computer systems including Microsoft Excel and Word	X	
Good interpersonal skills and ability to communicate with a range of stakeholders	X	
Ability to work in a logical way, prioritising and coordinating and working to deadlines with the ability to multi-task	X	
Commitment to ongoing personal development and willingness to undertake appropriate training	X	
Understanding the importance of confidentiality and GDPR when handling sensitive information	X	
Excellent attention to detail and able to work with accuracy	X	
Excellent analytical skills and record keeping	X	
Adaptable and quick to learn	X	

Knowledge of SEND Code of Practice and the regulatory environment for SEND provision	X	
PERSONAL ATTRIBUTES		
Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them	X	
Flexible, proactive and resourceful	X	
Ability to work as part of a team but confidence and judgment as to when own initiative is required	X	
Commitment to school ethos and direction	X	
High standard of punctuality and professional dress	X	
Ability to motivate others and to be self-motivated	X	
Calm and organised approach to work including times when under pressure	X	
Resilience and determination	X	
SAFEGUARDING		
Commitment to safeguarding and promoting the welfare of children and young people	X	
Ability to form and maintain appropriate relationships and boundaries with students	X	
Understanding of Safeguarding procedures	X	
Enhanced satisfactory DBS check	X	

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.