

**Thames Learning Trust**

**Sixth Form and SEND Administrator**

<b>Responsible to:</b>	Head of Sixth Form/SENCO
<b>Salary</b>	RGS 7 - 11
<b>Hours</b>	37 Hours per week Term Time Only plus two Inset Days and two days in the holidays

**Main Areas of Accountability**

**Sixth Form:**

- Provide administrative and organisational support to the Head of Sixth Form
- To supervise study periods and to guide and support Sixth Form students in their independent learning
- To provide students with pastoral support.
- To organise internal and external applications to the Sixth Form
- To manage the Sixth Form Bursary and enrichment programme

**SEND:**

- Provide administration and organizational support to the Assistant Principal/SENCO

**Specific Duties**

**Sixth Form:**

- Assist the Head of Sixth Form in the day-to-day running of the Sixth Form
- Organise the application process for the Sixth Form
- Supervise study periods and to guide and support Sixth Form students in independent learning
- Track and monitor students' attendance in the Sixth Form
- Initiate and provide support with interventions to improve students' attendance and punctuality.
- Support and liaise with parents, carers and students where their attendance falls below key thresholds or there are pastoral and wellbeing concerns
- To provide advice and guidance for students as they make choices regarding their lives beyond school
- To help organise the Sixth Form Enrichment Programme
- Organise Sixth Form Parents' Evenings
- Support the organisation of Sixth Form Open Evening
- Support the organisation Sixth Form Induction Day
- Support the organisation of Year 12 Work Experience

- Log interactions on Unifrog
- Manage administration of the Sixth Form Student Bursary
- Notifying staff of Sixth Form developments and information
- Organising and producing letters for parents
- Sending up-to-date information to pupils, for Open Days, Apprenticeships, etc.
- Producing relevant information and guides for both pupils and parents
- Tracking students' University Visits
- Support Head of Sixth Form with the UCAS process

**SEND Administration:**

- Manage the SENCo's diary, schedule meetings, and arrange reviews (including annual reviews for Education, Health and Care Plans - EHCPs).
- Prepare agendas, take accurate minutes during meetings, and distribute relevant paperwork to attendees.
- Type up reports, letters, and learning plans, ensuring high standards of literacy and accuracy.
- Maintain and update the school's SEND register and student databases (e.g., SIMS, Arbor) with accurate information.
- Ensure all student files, intervention records, and external specialist reports are stored securely and confidentially in line with GDPR.
- Assist the SENCo in gathering data and evidence for funding applications and access arrangements for exams.
- Act as the first point of contact for parents, carers, and external professionals (e.g., educational psychologists, speech therapists, social workers) regarding SEND administration.
- Liaise with primary schools to gather transition data for incoming Year 7 students with SEND.
- Circulate up-to-date strategies and student profiles to teaching staff to ensure classroom needs are met.
- Monitor and order specialised equipment, learning resources, and stationery for the SEND department.
- Assist in tracking the department's budget expenditures.

**Other**

Duties may be subject to change in order to meet the operations of the Trust

**Confidentiality**

During the course of employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Thames Learning Trust. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

**Safeguarding Children & Health and Safety**

Thames Learning Trust is committed to adhering to the DFE guidance "Keeping Children Safe in Education". It is the individual's responsibility to promote and safeguard the welfare of children and young people in the school.

Satisfactory references, enhanced DBS clearance & social media check is required for this post. This post is exempt from the Rehabilitation of Offenders Act 1974. You are required to comply with the school's Health and Safety policy at all times.