

## JOB DESCRIPTION

<b>Job Title</b>	Inclusion Administrator	<b>Department</b>	SEN
<b>Reports To:</b>	SENCo	<b>Grade</b>	6
<b>Responsible For:</b>	N/A	<b>Job Type:</b>	Support Staff
<b>Hours</b>	30	<b>Weeks per year</b>	38 weeks
<b>Location</b>	Faringdon Community College		

### MAIN PURPOSE AND SCOPE OF THE JOB

The role of the Inclusion Administrator is to provide administrative support for the SENDCO and Inclusion Team in all aspects of the organisation, management and administration of the SEND department

### Key Responsibilities and Activities:

- Work flexibly and collaboratively with all other members of the SEND Team (SENDCO, Inclusion Managers, HLTAs and TAs) to ensure a coherent approach to inclusion takes place within the school.
- Administer 'special needs and additional needs' arrangements for KS3/4 pupils e.g. ensuring staff are aware of mobility problems.
- Adhere to the school's rigorous procedures for recording, monitoring, analysing and acting upon a range of data.
- Contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with external agencies.
- Maintain the SEND register.
- Provide administrative support for EHCP Annual Reviews, including scheduling meetings, collating reports and taking minutes.
- Provide administrative support as appropriate which will include preparing EHCPs, profiles and additional reports.
- Collate individual feedback for pupils on the SEND register to prepare for reviews.
- Input, retrieve and analyse information using the MIS system.
- Provide administrative support for screening assessments and help with the supervision of these if required.

- Ensure that confidentiality is observed at all times and abide by the Data Protection Act.
- Ensure the safe disposal of confidential waste.
- Prioritise your workload to ensure the completion of work to specific deadlines.
- Update all Tracking Data kept in the Department as directed.
- Liaise with feeder schools and other relevant bodies to gather pupil information.
- Assist the SENDCo with coordinating and collating evidence for exam access arrangements.
- Assist the SENDCo / Inclusion Manager with the administration of exam access arrangements for internal and external exams.
- Be responsible for maintaining the SEND section of BROMCOM and providing relevant data.
- First Aider
- Record minutes of meetings.
- Support students in the classroom or with exams, if required.

## GENERAL RESPONSIBILITIES

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to <name>
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post
- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be 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.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be 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

*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.*

