



Job Title: SENCo Support/Administration Job Description

Workplace: Keyham Lodge School

Grade: 7

HPW/WPY: 37 hours per week and 40 weeks per year

Post Number: KEY072BC

Responsible To: SENDCo

Responsible For: *(direct reports)*

**Key Relationships/
Liaison with:** *(add roles they will closely work with as part of the role)*

Job Purpose: To work as a member of the SENCo team to provide appropriate support primarily in relation to the SENCo duties.
To carry out administration related roles linked to Annual Reviews, EHCPs, meetings, LAC, and PEPs to complete the statutory returns and processes, by supporting pupils and families and liaising and working closely with other agencies. Where necessary support the Local authority in the statutory duty.

Occupational Standards:

MAIN DUTIES AND RESPONSIBILITIES:

1. Under the direction of the Headteacher/Office manager to manage the school administrative support for completing SENCo duties.
2. To support at an operational level the school strategies for securing additional funding for LAC pupils.
3. To devise timetables for staff and assist with the collection of statutory reports for Annual Reviews.
4. To ensure statutory returns are completed on time.
5. To ensure EHCP summaries are written and disseminated to staff.
6. To provide direct support to the SENCO in meetings.
7. To promote the school aims, values, codes, policies and procedures in all interventions and build parental support for the school to work with students.
8. Assist in monitoring interventions and tracking pupil progress.
9. To manage school procedures for collecting information required for PEPs/EARs.
10. To ensure that all necessary records relating to EHCPs are kept and properly filed in line with Data Protection principles.



To contribute to the formation of SENCo reports for governors, referrals to the ECCIO, court reports, etc.

11. To input information related to LAC students onto computer database, manipulate data and extract information as required, using databases to produce ad hoc summaries and analyses of information
12. To process variable types of documents/information relating to student attendance.
13. Being aware and apply the school/Trust policies and procedures.
14. Being aware of confidentiality issues and being GDPR compliance at all times.
15. Participating in appropriate school -based meetings and training activities within contracted hours.
16. Liaise with parents, carers, and external professionals to ensure timely communication.
17. Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore **a DBS enhanced check is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Discovery is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Job Title: SENCO Support/Administration Person Spec

Grade: 7

Post Number:

	Essential	Desirable	How assessed
<u>Qualifications</u> <ul style="list-style-type: none"> Equivalent to NVQ 3 level qualification plus relevant experience OR Demonstrable experience identified within the section below 	✓		App/Doc
<u>Experience</u> <ul style="list-style-type: none"> Experience of working in a busy office environment. Experience of working in a school office Understanding of SEND processes and statutory requirements 	✓	✓ ✓	App/Int/Ref App/Int/Ref
<u>Knowledge</u> <ul style="list-style-type: none"> High standard of IT skills including software packages (e.g. Microsoft Office) Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act. Understanding of the context in which schools operate An understanding of health and safety issues relevant to the post. 	✓ ✓	✓	App/Int/Test App/Int/Test App/Int
<u>Skills/Attributes.</u> <ul style="list-style-type: none"> Good communication skills, both oral and written. Good time management skills and the ability to manage own workload, to complete daily / weekly / monthly tasks. Excellent organisational and inter-personal skills. Able to operate effectively as a part of a team and with minimum supervision. Ability to relate well to children and adults in a variety of situations. Ability to deal with others in an assertive manner when necessary Empathy in difficult situations and ability to agree appropriate outcomes 	✓ ✓ ✓ ✓ ✓ ✓		App/Int/Test App/Int App/Int/Test App/Int/Test App/Int/Ref
<u>General Circumstances</u> <ul style="list-style-type: none"> Evidence of regular attendance at work 	✓		Ref

	Essential	Desirable	How assessed
<ul style="list-style-type: none"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this in day-to-day situations. 	✓		App/Int
<ul style="list-style-type: none"> Willingness to undertake training. 	✓		App/Int
<u>Factors not already covered</u> <ul style="list-style-type: none"> Must be able to perform all duties and tasks, with reasonable adjustment where appropriate, in accordance with the provisions of the Equality Act 2010 	✓		App/Int/Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)