

Student Support and Inclusion Administrator

Job Brief

Hours of work

37 hours per week, 205 working days per year (term time plus 15 days)

8.30am to 4.30pm Monday to Thursday

8.30am to 4pm Friday

The above times include a 30 minute unpaid lunch break

Purpose

The purpose of the role is to work closely with the SENDCO and Senior Vice Principal responsible for Student Inclusion, taking specific responsibility for the administration support related to special educational needs and inclusion and the school's statutory obligations in this area. To ensure the effective application, maintenance, and monitoring of systems that support the practices and procedures relating to SEND and Student Inclusion. To work closely with the SENDCO and other colleagues to ensure the school meets its statutory obligations with regard to SEND.

Responsibilities

- To work as part of a team providing a high level of administrative and clerical support to the school.
- To work closely with the SENDCO to ensure the accuracy and relevance of reports and to provide administrative support for them.
- To maintain and update accurate pupil data across relevant systems, including pupil records, SEND register, and producing reports and dealing with correspondence, ensuring all information is accurate and accessible to authorised staff.
- To communicate clearly and accurately with a range of stakeholders, including parents/carers, Local Authority Officers, and other professionals.
- To ensure efficient organisation of meetings, including annual reviews, ensuring clear, timely, and professional communication with all prospective attendees.
- To ensure the timely collection and distribution of appropriate papers and reports prior to and following meetings, including annual reviews.
- To attend and take detailed, accurate minutes for meetings, including annual reviews.
- To word process letters, documents, and reports as required.
- To undertake and support general administrative duties, including reception duties, meeting and greeting pupils and visitors to the school, providing hospitality to visitors, and providing a professional and courteous service.
- To support and manage administration systems for student travel arrangements, including ensuring the necessary financial processes are adhered to regarding additional travel costs where incurred, and liaising with the Local Authority transport teams where required regarding transport awards.
- To support the SENDCO and Senior Vice Principal to manage their workload, advising on priorities where appropriate.
- To assess pupil achievement and performance, record findings, and provide objective, accurate, evidence-based reports to staff, pupils, parents, and other partners.
- To assist in procuring goods, services, and equipment for the SEN department.
- To plan and organise educational visits and outings, including coordinating with pastoral groups and adult helpers. To lead and organise meetings to support communication and professional development.
- To help develop and implement procedures and protocols for the SEN department.
- To assist in maintaining a system for tracking and reporting on behaviour and attendance to inform positive behaviour policies.

- Formulate accurate data which includes exclusions, pastoral incidents, school detentions, school incidents and sanctions.
- Organise and manage appropriate sanctions where required, with communication to parents
- Produce reports for SLT and LGB when required. Report daily to senior staff on individual students causing concern.
- Identify any students whose behaviour needs to be managed by the behaviour system and ensure compliance with the necessary policies, with outcomes being reported to parents.

