



Job Description

SEN Administrator

Bucks Pay Scale 3

Principal Responsibilities

Provide overall administration support to the SEN Department

Supporting with IEPs and SSPs, including all linked documentation

Corresponding with parents, external agencies, professionals and other staff to ensure the efficient running of the schools SEN provision

Responsible to: The Headteacher

Duties and Responsibilities

- To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regard.
- In conjunction with the Deputy SENCO manage the Annual Review process for all pupils with EHCPs. Ensuring the correct paperwork is compiled & collated in advance of the meeting; schedule the meeting with parents & outside agencies; scribe at the meetings to ensure an accurate account is taken; ensure correct paperwork is transferred to county in line with the SEN Code of Practice 2014; Follow up on agreed actions from the meeting.
- To liaise with parents and carers to keep them informed on their child's progress and help them to better support their child at home.
- To support students with Special Educational Needs as and when necessary.
- To feedback to staff as appropriate general observations of students.
- To be aware of students' targets and to monitor students' progress, or otherwise, identifying particular needs, difficulties, problems and to discuss these with relevant members of the teaching staff.
- To attend Annual Review Meetings and contribute to the reports for these, as appropriate.
- To undertake administrative tasks under the direction of the SENDCO
- To support in the preparation of paperwork regarding exam concessions in line with JCQ regulations
- To support with the timetabling and deployment of LSAs to ensure students receive their Access Arrangements for internal and external exams and assessments.
- To support with the organization of training for LSAs to ensure regulations are understood and complied with.
- To ensure meetings (annual reviews) are convened and effectively organised. Prepare supporting documents, ensure accurate records are maintained and follow up any resulting action.
- Complete paperwork and send to the LA within statutory timescales.
- To update EHCPs identifying specific needs and provision based on professional advice.
- To coordinate and quality assure the SSPs completed by the LSAs on a termly basis and reported to parents for all student on the SEN register
- To update students SSPs and ensure that they are distributed to teachers in a timely manner
- Work with the SENDCO on monitoring systems in line with the requirements of the SEND code of practice.
- To liaise with and deploy outside agencies working with students, ensuring students, parent and teachers are informed of appointments made.
- To attend 3 twilight training sessions per year linked specifically to the needs of the students and where appropriate to be involved in the delivery of part of this CPD.

- To assist with invigilation for internal and external exams.
- Facilitate after school Homework club.

Skills Required

- Ability to communicate effectively with secondary aged students
- Ability to use ICT to support learning
- A good standard of general education
- Maths and English qualifications (GCSE), higher education qualifications (A Level, NVQ) an advantage

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of employment of Bucks Pay employees
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Equalities Act 2010, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date