

JOB DESCRIPTION

Post Title: SEND Administration Officer

Responsible to: SENDCo

Job Purpose:

- To provide administrative support to the SENDCo in the running of the SEND department.
- To contribute to an atmosphere of respect, recognition, optimism, celebration and mutual support in the school which promotes equality within, and values the diversity of the school community.
- To build and develop relationships with staff at all levels.
- To support the inclusion of pupils with Special Educational Needs into the community.
- To contribute to the distinctive nature of our Catholic ethos.
- To ensure the dignity of all members of the community is preserved.
- To be a fully supportive member of the school SEND Department.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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Main Responsibilities:

- To support the SENDCo with the administration of SEND.
- To coordinate exam access arrangements and liaise with the exams officer in regard to all pupils who are entitled to access arrangements.
- To collate, input and assess a range of data required to update the whole school SEND data.
- To assist with the entry of SEN data and create reports for all pupil tracking.
- To develop systems for cross referencing this data and assist the SENDCo to analyse for SEND purpose.

SENDCo Support:

- Provide administrative support in respect of SEND.
- To take minutes for all meetings when required.
- To ensure all SEND pupil files are kept up to date and their status is accurately recorded on Arbor.
- To prepare information for Annual Reviews for pupils who have Educational, Health and Care Plans.
- To ensure all assessment, evidence documentation and outside agencies notes are linked within the school presently on CPOMS. Ensure all information on CPOMS is accurate and that files are transferred if students leave or join the college.
- Administration support for all Year 6 vulnerable transitions from Primary. Liaising with primary/feeder schools.
- To liaise with parents to ensure their consent for the listing of their child on the SEND register.
- Carry out routine administrative procedures including: handling incoming and outgoing post, maintaining and collating pupils reports, General financial administration and ordering.
- To arrange room bookings for school based meetings SEND reviews, outside agency meetings and Specialist Support Service meetings including the organisation of the students attending the meetings.
- To produce all letters and reports as required, arrange meetings with parents and general administration tasks to support the role of the SENDCo.
- To assist with the SEND elements of the school census.
- To assist with the organisation of the Teaching Assistant timetables and allocation.
- Liasing with Outside Agencies and forward referrals being made.

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SENDCo Support:

- To assist in updating SEND provision plans and pupil passports.
- Attend PD session and meetings as necessary and appropriate.

Safeguarding:

- Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with, by knowing who to report your concerns to.

Systems and Information:

- To manage an organised and effective filing and record system, ensuring that this is auditable if required.
- Maintain the school's accounting systems.
- Share information appropriately – in writing, by telephone, electronically and in person.

Data Protection:

- To comply with the School's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health and Safety:

- Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.

Equalities:

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Ensure services are delivered in accordance with the aims of the equality Policy Statement.
- Develop own and team members understanding of equality issues.

Other Professional Duties:

- To have a flexible approach, and be willing to develop new skills when required to support the introduction of new systems and technology.
- To follow a mutually agreed programme of continuing professional development.
- To take an active part in appraising own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
- To carry out such duties as may be reasonably directed by the SENDCo, Head of School, Executive Headteacher.

PERSON SPECIFICATION

ESSENTIAL CRITERIA UPON APPOINTMENT

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS	E1	NVQ Level 3 or equivalent qualification / experience in a relevant discipline	AF/C
KNOWLEDGE & EXPERIENCE	E2	Strong numeracy and literacy skills	AF/I/R
	E3	Effective use of specialist ICT packages and other resources	AF/I/R
	E4	Full working knowledge of relevant policies/codes of practice/relevant legislation	AF/I/R
	E5	Ability to develop and improve systems	AF/I/R
	E6	Experience of working effectively in a busy environment with competing priorities and deadlines	AF/I/R
PERSONAL ATTRIBUTES	E7	Ability to relate well to both children, adults and other stakeholders	AF/I/R
	E8	Ability to work effectively and constructively as part of a team, understanding school roles and responsibilities and your own position within these	AF/I/R
SPECIAL REQUIREMENTS	E9	An understanding of the Catholic ethos	AF/I
	E10	An understanding of safeguarding and child protection requirements	AF/I/R
OTHER REQUIREMENTS	E11	Enhanced DBS clearance	AF/I/R
	E12	To be committed to the school's policies and ethos	AF/I/R
	E13	To be committed to Continual Professional Development	AF/I/R

DESIRABLE CRITERIA UPON APPOINTMENT

(If not attained, development may be provided for successful candidate)

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS	D1	First Aid Qualification	AF/C
KNOWLEDGE & EXPERIENCE	D2	Experience of working in the education sector	AF/I/R
	D3	Experience of the use of CPOMS	AF/I/R
PERSONAL ATTRIBUTES	D4	Ability to self-evaluate CPD needs and to seek out new learning opportunities	AF/I/R

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure and Barring Check



BISHOP HOGARTH

We are
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Catholic Education Trust

Thank you for your interest in our vacancy



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