



### **Job Description: SEND and Inclusion Administrator**

**Salary/Grade:** 6

**Hours per week:** 32

**Weeks per year:** 39 weeks and 2 days additional

**Reporting to:** SENDCO

#### **Purpose Of The Job:**

The SEND administrator will be a key member of the Inclusion team. The post holder will be responsible for ensuring that statutory documentation for students with SEND is in place, and for providing complex administrative support for the Inclusion team.

#### **Principal Responsibilities:**

- Administering the annual review process of Education, Health & Care Plans;
- Managing the files and transition documents for students on the SEND register
- Inputting and updating of strategies and interventions for students with SEND and be responsible for overseeing the maintenance of the personal records/files of pupils in relation to SEND;
- Arranging appointments with outside agencies working with the school including Educational Psychologists, the Virtual School, and the SEN Support Service;
- To maintain an up to date SEND Register under the direction of the SENCO;
- To assist with general ad-hoc administration tasks as appropriate;
- To work with the Exam Access arrangements Co-ordinator in supporting students with practical support of assistive technology;
- To be responsible for the administration of literacy testing, working in close liaison with the SENCO
- To manage external subscriptions to testing companies

#### **Support For Students:**

- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs;
- Supervise the use of department laptops to support students with the organisation;
- Promote the inclusion and acceptance of all students;
- Encourage students to interact with others and signpost extracurricular activities in the department;
- Encourage students to act independently as appropriate and help promote self-esteem;
- Offer pastoral support as required;

### **Support For The Department:**

- To co-ordinate the annual review process for students with an EHCP and the Personal Education Plan process for Students We Care For:
  - Schedule dates for year group
  - Arrange meeting with parents and carers and professionals in line with statutory deadlines
  - Gather and collate reports needed for review and send out ahead of meeting. This includes close liaison with teachers, teaching assistants, SEN Caseworkers and other professionals involved.
  - Take the minutes of the meeting
  - Accurately complete review paperwork and submit to local authority under the supervision of the Learning Support Manager and SENCO
- To provide a wide range of general administration services;
- To provide an accurate record/minutes at departmental and other meetings as required including the organisation of the meeting;
- Liaising with HR to complete the due diligence for external contractors
- To upload copies of the EHCP, professional reports etc on to the shared drive and maintain files on the school systems;
- Ensure relevant documents are electronically stored and accessible to staff as appropriate;
- To arrange appointments for sensory support services and facilitate with students and teachers to ensure attendance. To disseminate any advice, strategies to the teachers/HOY/Exam Access Arrangements Co-ordinator as necessary.
- To liaise with the Careers Department to arrange appointments for students with SEND to include meeting with parents in year 11 of students who are planning to leave school. In addition, to organise, if required, for the keyworker to attend the standard careers meetings in school;
- To have awareness and good working knowledge of the SEND Code of Practice 2014;
- Support students to access learning in the Learning Support Department;
- Supporting students in using basic ICT as directed.

### **Support For The School**

- Be aware of and comply with policies and procedures relating to safeguarding students, health and safety, security and data protection, reporting all concerns to an appropriate person.
- Be aware of confidential issues linked to home/student/teacher/school/work and to keep confidences as appropriate.
- Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required.

### **Person Specification – SEND Administrator Qualifications / Experience**

- Minimum standard of GCSE (or equivalent) pass grade C or above in Maths/English and Science.
- Administration experience and proficient ICT skills

### **Knowledge & Skills**

- Knowledge of Equal Opportunities and approaches to inclusion
- Knowledge & understanding of Child Protection and Safeguarding procedures

- Resilience and Ability to plan effectively meeting demanding deadlines and able to work under pressure
- Be reliable and punctual
- Knowledge of CPOMS and Bromcom desirable
- Experience of working in a school desirable
- Ability to absorb and understand a wide range of information
- Ability to deal with confidential data / issues appropriately Personal Qualities
- Efficient and meticulous in organisation
- The ability to plan, organise, assess, monitor and evaluate in order to support student progress
- Strong interpersonal skills and ability to build and form good relationships with students, colleagues and parents / carers
- Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents / carers and other professionals
- Initiative and ability to prioritise one's own work
- Able to follow direction and work in collaboration with line manager and colleagues
- A flexible attitude and approach when supporting students
- A positive mindset with the ability to inspire with a forward thinking problem-solving approach at all times
- Be committed to their professional development
- Commitment to the highest standards of child protection
- Recognition of the importance of personal responsibility for Health & Safety
- An understanding of and commitment to whole-school issues in a co-educational multi-ethnic school and the willingness to be involved in all aspects of the work of the department and to contribute to the wider life of the school