



Job Description

Job Title: Administrator (SEND)

Grade: GR3a

1. Job Purpose

To provide support to the SENCO in their direct work with pupils, families and teachers; improving provision and the life chances of SEND pupils.

2. Duties and Responsibilities - General

- 2.1 To provide comprehensive, effective and efficient administrative support to the SENCO relating to the Assess, Plan, Do, Review cycle as outlined in the 2014 SEND Code of Practice.
- 2.2 To manage the SENCO diary including arranging statutory EHC review meetings and liaising with outside agencies to arrange termly multi-agency planning meetings.
- 2.3 To arrange and oversee visits to SEND students by external agencies.
- 2.4 To undertake the preparation and maintenance of both manual and computerised records ensuring accuracy and consistency for SEND students.
- 2.5 To use SIMS computer software for the creation and maintenance of pupil related records & to produce pupil related reports as required for SEND students.
- 2.6 To ensure staff have accurate SEND information in a timely manner.
- 2.7 To produce accurate documentation and record keeping including minute taking in meetings.
- 2.8 To ensure accurate pupil filing system management.
- 2.9 To attend appropriate staff meetings and parents' evenings.
- 2.10 To collate and report on achievement data at relevant points in the school calendar for the SENCO and assistant-SENCO.
- 2.11 To use word processing, database and desktop publishing packages, with particular reference to Microsoft Office or equivalent, for correspondence, activities, returns and statistical analysis.
- 2.12 To prepare returns and records, including those to outside agencies for SEND students and statutory returns to SENAR.
- 2.13 To compile and prepare referral evidence to support leaders to work with external agencies for SEND students.

- 2.14 To undertake confidential work such as the preparation of confidential reports and references on SEND students.
- 2.15 To assist in the organisation of events such as parents' SEND information coffee mornings/evenings and SEND celebration/reward events.
- 2.16 To work flexibly and provide emergency cover for other support staff posts as required.
- 2.17 To adhere to the ethos of the school.
 - 2.17.1 To promote the agreed vision and aims of the school.
 - 2.17.2 To set an example of personal integrity and professionalism.
- 2.18 To undertake first aid training and become part of a first aid team/ rota.
- 2.19 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- 2.20 To have a responsibility for promoting and safeguarding the welfare of children and young people you are responsible for or come into contact with.
- 2.21 To ensure all tasks are carried out with due regard to Health & Safety.
- 2.22 To undertake appropriate professional development including adhering to the principle of performance management. This includes a commitment to develop competence and proficiency in all aspects of work associated with new technology and managing organisational change.

3. Duties and Responsibilities - Attendance

- 3.1 To work collaboratively with appropriate pastoral year group teams to monitor attendance for SEND students on a weekly basis including making phone calls to parents and external agencies.
- 3.2 To monitor absence figures and produce reports and statistical analysis as required by staff and outside bodies for SEND students.
- 3.3 To work collaboratively with appropriate pastoral year group teams to have administrative oversight of legal escalation procedures such as SPOTLIGHT (Fast Track), fixed penalty notices for holidays during term time and referrals to local authority interventions teams for SEND students.
- 3.4 To respond to the needs of school attendance monitoring for SEND students.

4. Duties and Responsibilities - Admissions

- 4.1 To work collaboratively with appropriate pastoral year group teams to assist in the collection and processing of school admissions data for SEND students to ensure staff have accurate SEND information in a timely manner.
- 4.2 To work collaboratively with appropriate pastoral year group teams to manage the effective transfer of pupil information between schools, agencies and SENAR in order to support smooth transition.

- 4.3 To assist the teaching and pastoral staff in the assessment of all students entering or returning to school including SEND specific screening as appropriate.
- 4.4 To work collaboratively with appropriate pastoral year group teams to ensure that the arrangements for SEND students leaving the school mid-term are managed properly, including elective home education and referrals to alternative provision.
- 4.5 To manage and support the induction process of SEND students into the school, including attendance at appropriate Parent's Evenings and Open Evening(s).
- 4.6 To produce reports for staff and outside agencies for SEND students as required.
- 4.7 To respond to the ever-changing needs of school admissions policy and procedures in collaboration with pastoral year group team for SEND students.

5. Duties and Responsibilities - Access Arrangements

- 5.1 To be familiar with the JCQ publication 'Adjustments for candidates with disabilities and learning difficulties - Access Arrangements and Reasonable Adjustments' on an ongoing basis.
- 5.2 To support the SENCO in the collection and collation of Access Arrangement evidence including overseeing and checking of completion of section A of form 8 paperwork.
- 5.3 To support the SENCO with online Access Arrangement applications in accordance with JCQ guidelines.
- 5.4 To ensure that Access Arrangement paperwork is complete and available for external inspection.
- 5.5 To undertake the preparation and maintenance of both manual and centralised computerised records for Access Arrangements ensuring accuracy and consistency.
- 5.6 Populating SIM Examinations Organiser with Access Arrangements for SEND students.
- 5.7 Liaising with Examinations Officer at times of examination series' planning to ensure that SEND students have the appropriate reasonable adjustments to access the assessment and show what they know and can do without changing the demands of the assessment in accordance with the Equality Act 2010.

6. Additional Duties

- 5.1 To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- 5.2 Undertake appropriate training where necessary.
- 5.3 To undertake regular CPD as required to be effective in the role and ensure compliance to statutory and legal requirements.
- 5.4 Any other duties as directed by the Headteacher.

OBSERVANCE OF THE SCHOOL'S EQUAL OPPORTUNITIES POLICY AND THE SCHOOL'S SAFEGUARDING OF CHILDREN PROCEDURES WILL BE REQUIRED

6. Supervision Received

6.1 Supervising Officer: Senior Office Manager

6.2 Level of Supervision:

- a) ~~Regularly supervised with work checked by Supervising Officer.~~
- b) Left to work within established guidelines subject to scrutiny by supervision.
- c) Plan own workload to ensure the meeting of defined objectives.

7. Supervision Given

8. Special Conditions