

JOB DESCRIPTION

Department: Support Staff	Section: Student Care
Job Title SEND Administrator	Scale: SR1 (7 – 11)
Terms of employment: Permanent	Hours: 35 hours per week (39 weeks per year)

JOB PURPOSE

- To provide administrative support to the SEND Team
- To provide administrative support enlarging work for a Visually Impaired Student with an EHCP

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reports to SENCO for the secondary phase

MAIN DUTIES AND RESPONSIBILITIES

- Provide administrative support to the team, acting as first point of contact between the head of subject/faculty lead, external parties and families
- To coordinate and administer the processing of all paperwork concerning EHCPs, Annual and mid-reviews, Transition, Fact Finders and CYPs referrals.
- Liaise with outside agencies to arrange meetings and co-ordinate agency timetables to ensure students receive allocated hours on Education, Health and Care plan (EHCP) including room booking and informing reception.
- To coordinate administration of pupil learning plans/passports for EHCP and SEND category students and distribute to all relevant parties.
- Administrative lead of Edukey platform for whole school (SEND) information sharing to include pupil passports, individual learning plans and EHCP documents.
- To coordinate and undertake general administration including arrangements for the identification, assessment and provision for all SEND pupils
- To develop and manage the SEND filing system (including emails, Edukey, record of telephone conversations), the archiving, retrieval and disposing of SEND information as appropriate
- Attend and take notes at meetings, produce and circulate minutes as necessary, uploading to Edukey.
- Liaising with primary/feeder schools and external service ensuring that all SEND information is received and shared with regards to school leavers / transition
- To assist in organising factfinders transition day for year 6 vulnerable pupils
- To lead the organisation and administration of dyslexia/dyscalculia online assessments and visual stress tests
- To distribute/collate information from teaching staff and parents with regards to evidence requested by the SENDCO
- To assist in the organisation of parental, external agency and pupil focus meetings
- To co-ordinate the organisation and administration of Visual Stress Assessments.
- To assist in the implementation of system and procedural changes resulting from new and revised policies and legislation.

- Administrative tasks to support the SENDCO to include surveys, pupil/parent voice and learning walk information
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Establish and maintain effective working relationships with professional colleagues and parents/carers.
- Participate as required in meetings with professional colleagues and parents/carers in respect of duties and responsibilities of the post.
- To co-ordinate administration of access arrangements accessing, organising paperwork, liaising with external assessors and sending results to parents and staff.
- To support the SENDCOs in maintaining timetables and rotas for teaching assistants.
- To undertake any SEND filing.
- To respond to email, telephone and other queries as necessary.
- To collate, record and forward for action all letters from external services eg letters from Community Paediatrician/Camhs/Hospital and Outreach.
- To input / update / retrieve relative student records from the school's management information system, Sims, Edukey to facilitate efficient administration of SEND.
- To co-ordinate and produce enlargement requests for a visually impaired pupils if required
- To undertake other such reasonable tasks as directed by the SENDCOs.
- Administrative lead to support funding applications to the local authority
- Administrative lead for CPD programme for teaching assistants
- Co-ordinate pupil learning walks with regards to curriculum reviews to be undertaken by SENDCO
- Ensure SEND homework club register is kept up to date
- To support SENDCO with arranging appointments with all stake-holders

General

- Provide support to any other Student Care or SEND team member as required or deemed necessary
- Provide support to any other administration team member as required or deemed necessary
- To maintain strict confidentiality of sensitive information
- Participate in lunchtime duty rota
- Such other duties as may be compatible with the nature of the post and reasonably requested by the Principal

The safety and welfare of children and young people and other vulnerable groups is paramount to The Duston School and we are fully committed to the rigorous implementation of Criminal Records Bureau and Independent Safeguarding Authority procedures and arrangements.

The school is also committed to preventing discrimination or any other unfair treatment against employees, potential employees or volunteers on the grounds of offending behaviour that does not create a risk to children or vulnerable adults, in accordance with the CRB code of practice.

The Duston School is committed to safeguarding all children and young people. Safeguarding and Child Protection are a high priority for all employees at The Duston School.

Employee:

Name:

Signed:

Date:

On behalf of the school:

Name:

Signed:

Date:

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	• GCSE or equivalent in Maths and English • IT literate	• Relevant office-based recognised qualification • First Aid Certificate • NVQ Level 2/3 in Business Administration
Competence Summary (Knowledge, Abilities, Skills, Experience)	• Experience in typing, document creation and office procedures • Evidence of working in a busy office environment as part of a team • Microsoft Office skills, including Word and Outlook • Evidence of ability to analyse and problem solve • Good command of written and spoken English	• Experience in the use of SIMS applications • Experience in the use of databases • Microsoft Office skills, including Word, Publisher, PowerPoint and Excel • Create publications using DTP and/or graphics
Work related Personal Requirements	• Good organisational skills • Good interpersonal skills • Ability to facilitate and encourage others to complete tasks • Ability to relate to and empathise with young people • Honesty, integrity and reliability to ensure strict confidentiality and to ensure the requirements of the Data Protection Act • Ability to use initiative • Excellent team player • Ability to work under pressure and to manage/prioritise heavy work loads • Completer /finisher of tasks • Ability to work accurately and under a fast pace • Ability to prioritise in order to establish efficient flow of office work	

Other Work Requirements	• Flexible approach to work • The ability to meet deadlines • Presentable appearance • Willingness to participate in lunchtime duty rota	
Safeguarding	As a support member of staff, you are required to have an understanding of safeguarding principles. This includes recognising signs of abuse or neglect, knowing how to report concerns, and understanding the importance of maintaining a safe and secure environment for all students. You will receive training to ensure you are aware of the school's safeguarding policies and procedures.	