**Trinity School, Sevenoaks**

**SEN Administrator Job description & Person Specification**

Job Title: SEN Administrator

Responsible to: Assistant Headteacher/SENCo

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Specific Responsibilities**

**Main Purpose**

To provide an efficient and effective administrative support to the SENCo team. This will be conducted under the general supervision of the Assistant Headteacher/SENCo and Assistant SENCo

To work under the professional direction of the SENCo as part of the professional team to support learning activities for pupils by contributing to the management and support of pupils during learning activities. Establish and maintain relationships with individual pupils and groups. Dealing with pupils’ therapeutic, pastoral and personal care needs.

* To provide administration support for the SENCo including typing and filing
* Contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with external agencies. – Telephone acting as first point of call for the SEN team. - Draft reply to letters - SEN and CP Office filing. - Photocopying
* To liaise regularly with the SENCo, Assistant SENCo and, when appropriate, with middle managers, HOKS and other staff, students, parents and outside agencies
* To liaise with staff to collate evidence to support requests for access arrangements
* To liaise with staff to collate evidence to support statutory assessments.
* To liaise with the Exams Manager in the provision of access arrangements
* To be responsible for the timetabling of LSA support
* To create student support timetable and disseminate to learning support assistants and relevant staff
* To liaise with counsellors and other outside agencies as appropriate
* To co-ordinate in school counselling sessions
* To take responsibility for arranging annual and transition reviews and associated paperwork
* To visit feeder primary schools as part of the transition process
* To source and order resources for the SEN department
* To participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development
* Support SENCo / Assistant SENCo as appropriate
* To be a first aider (training will be given if required)

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * GCSEs (or equivalent) with grade C or above in English and Maths | * Level 3 NVQ or equivalent Certificate or Diploma in Childcare and Education |
| **Experience** | * Previous office or administrative experience in a school environment | * Working with children as a parent or voluntary worker (eg Brownie or Cub leader) |
| **Knowledge** | * Understanding of the concept of internal and external customer service and the importance of providing this to ensure a successful school * Knowledge of safeguarding requirements for working with children | * Working knowledge of SIMS |
| **Skills** | * Excellent IT skills, intermediate Excel and Word * Good standard of numeracy and literacy * Good written and verbal communication skills with the ability to communicate effectively with a wide range of people and personalities * Ability to balance priorities and responsibility for the completion of a task * A good skill level of checking integrity of data * Willingness to take part in additional training when the acquisition of new skills is required | * Ability to use a range of school specific packages |
| **General/**  **Personal Qualities** | * Smart, business-like, professional appearance * Capacity to remain calm and to cope under pressure * A team player, collaborative worker * Self-motivated * Initiative * Proactive * Ability to contribute greatly to the wider life of the School * Driven with a desire to improve systems within a specialism * Resilient * Strives for excellence in every aspect of school life * Understanding the need to convey the professional image and ethos of the school * Organised, accurate and detail conscious * Maintain confidentiality and work with discretion at all times * Conscientious and reliable * Determination and perseverance * Enthusiasm * Patience |  |

Signed: ……………………………………………… Employee: ………………………………….