logoNewhaven_regular

**NEWHAVEN SCHOOL**

**JOB DESCRIPTION**

**DEPARTMENT: NEWHAVEN**

**GRADE: APT&C Scale 6**

**POST DESIGNATION: SEN ADMINISTRATOR**

**Purpose of Job:**

* To work as a member of the SEN Department to provide high quality administrative support in all aspects of service delivery
* To ensure accurate and timely administration of all matters relating to SEN
* To ensure that the SEN database is maintained accurately in order that statutory timescales are met and performance is measured.
* To monitor the progress of students with SEN and advise the SENCO
* To act as central point for Service Users and outside agencies for communication/information for the team
* To ensure that queries are dealt with promptly and appropriately, messages are recorded and conveyed accurately
* To provide high quality administrative support
* To ensure the smooth running of administrative processes within the SEN department

**Main Duties:**

Admin

* To provide administrative support to the SENCO in the planning, development and organisation of SEN procedures and systems
* To maintain and develop the service database, ensuring that information is up to date and accessible
* To monitor and update the SEN register, provision map and EHCP tracking sheets
* To ensure the accurate maintenance of SEN files and provide advance notice of reviews, access arrangements and IEPs
* To provide data and other information to the Senior Management to allow an annual evaluation of the Service
* To assist the SENCO in processing referrals and other paperwork, ensuring that relevant information is passed to the appropriate person/s
* To respond to parental communications with efficiency and sensitivity, and to support directly in parent sessions and course information sessions
* To deal with queries as appropriate or pass them on to the relevant person
* To attend, participate in and to ensure that accurate and detailed records/minutes are taken are kept of meetings and discussions with parents and outside agencies
* To maintain and oversee the diary of the SENCO
* To assist in developing curriculum resources with the SENCO to ensure that pupils identified as having SEN have the required levels of support
* To manage general workload independently following any prioritising processes as agreed with line manager

Managing SEN

* To assist the SENCO in preparing applications for EHCPs and co-ordinating Annual Reviews
* To establish and maintain constructive working relationships within the team, with other professionals and agencies, with the LA, neighbouring schools, governors and with parents to promote and model integrated working practice
* To liaise with the SENCO and other schools to ensure continuity of support and learning for transferring SEN pupils
* To identify, make and deliver tailor-made resources under the direction of the SENCO
* To implement group wave intervention support as needed and when appropriate
* To monitor the impact of interventions
* To keep an updated record of resources and order new resources as appropriate
* To update the SENCO on the effectiveness of provisions for SEN pupils
* To manage the efficiency of the provision mapping tool ensuring value for money for SEN interventions

**General**

* To ensure all members of staff are able to recognise and fulfil their statutory responsibilities to SEN pupils
* To promote the Council’s Equal Opportunities Policy and Inclusion Policy in a way that is compatible with the duties of the post
* To undertake any other work appropriate to the level and general nature of the post’s duties
* To participate in training and performance development as required
* To contribute to the overall ethos, work and aims of the school
* To maintain confidentially at all times
* This job description may be modified by the Headteacher, with your agreement, to reflect changes to the job, commensurate with the salary and job title.

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Designation of the Post to which the Post-Holder normally reports to: *SENCO*

*Signature of Originator: Signature of Postholder:*

*Date:*

**PERSON SPECIFICATION**

**DEPARTMENT: NEWHAVEN SCHOOL**

**POST DESIGNATION (TITLE): SENCO ADMINISTRATOR**

**GRADE: APT&C SCALE 6**

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|  | Assessment Method  A=Application Form  I=Interview  T = Test | Shortlisting Criteria |
| **EXPERIENCE / EDUCATION** | | |
| Educated to GCSE level, or equivalent, or with considerable relevant experience  Experience of producing accurate data for reporting and assessment  Ability to prioritise and work effectively under pressure and meet agreed deadlines/timescales, whilst holding others accountable for agreed deadlines  An ability to establish and maintain good relations with students, colleagues and other professionals and to contribute wholeheartedly to effective team working  Possess high order skills in ICT and data management and to be proficient in Microsoft Word and Excel  Previous experience of working in a school environment  A clear understanding of confidentiality issues and sound judgement | **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I** | **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |
| **KNOWLEDGE/SKILLS/ABILITIES** | | |
| An appropriate selection from:  English and Maths qualifications to GCSE level.  A good knowledge of the SEND code of practice  Excellent organisational, administrative and data analysis skills  Excellent knowledge of software used for analysing and presenting data with the ability to learn new programmes  Excellent understanding and use of statistical processes with a proactive approach to identifying ways to help data users make more effective use of data  Knowledge and experience of SIMS (or equivalent)  Exhibit a systematic and organised approach to work.  A clear understanding of health and safety issues and responsibilities, in a range of settings  Possess a good sense of humour and have the ability to be flexible | **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A**  **I** | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |
| **EQUAL OPPORTUNITIES** | | |
| Understanding and commitment to equality of opportunity  **-** | **I** | **✓** |

**Please note that all elements included are essential.**

**Those items marked ‘✓’ should be particularly addressed in your application.**