

Job Description

Job Title: Clerical Assistant (SEN department)

Location: Tamworth Enterprise College

Hours of Work: 6 hours per week

Reports to: SENCo

Purpose of the Role

To contribute to the aims and ethos of the school by implementing effective administrative systems which support the achievement and progress of pupils.

Objectives:

- To support the work of the SENCo by maintenance and update of pupil attainment and targets data.
- To implement the school's reporting system jointly with the SENCo.
- To induct, train and support new staff in the school's reporting and grade sheet systems for SEN.

Responsibilities

To support the work of the Special Needs Department.

- Liaising with parents/careers and external agencies to set up review meetings, etc.
- Word-processing annual reviews, ear-marked funding forms and policy, copying and distributing internally, and to outside agencies.
- Inputting assessment data for all pupils and manipulating those data relevant to pupils on the SEN register, to inform the SENCo.
- Updating the Special Needs register using the school's ICT facilities.
- Typing up individual education plans and SEN Passports.
- Filing documentation as appropriate to these areas.
- Updating SEN files.
- Taking minutes for Annual Reviews and TA meetings.
- General clerical duties for SENCo.

To co-ordinate and implement the school's SEN reporting system (annual written report, plus termly grade sheet), jointly with the SENCo.

- Induction and supporting all staff in school's reporting systems.
- Alerting teachers to and reminding them of deadlines.
- Undertaking the collation of individual pupils' reports.

- Providing appropriate electronic information for subject leaders, inputting data received, and generating and posting grade sheets for every pupil.

To support whole school areas by:

- Recording and storing lost property and ensuring that regular updates are placed in registers and in the monthly newsletter.
- Recording all pupil holidays in term time.

To be proactive in identifying own training needs and in liaising with the SENCo to meet these needs,

To undertake duties of invigilation, after training as agreed, either within normal hours or as additional hours as long as it does not affect normal working practices.

Prepare all class lists for technology department.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Other Clauses

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

| Essential Criteria | Measured By |
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| Experience <ul style="list-style-type: none"> • General clerical/administrative/financial work. | AF/I |
| Qualifications/Training <ul style="list-style-type: none"> • NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline. • Good numeracy and literacy skills. | I |
| Knowledge/Skills <ul style="list-style-type: none"> • Effective use of ICT packages. • Ability to use relevant equipment/resources. • Good keyboard skills. • Knowledge or relevant policies/codes of practice and awareness of relevant legislation • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. | AF/I |

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| <p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing | <p>AF/I</p> |
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AF – Application Form I - Interview