**SEN Administrator Job Description**

**Post: SEN Administrator**

**Grade: NJC Pt 14 - 17**

**Working hours: 37 hours a week, term time only + 5 Inset Days**

**Accountable to: Assistant Principal SEN and Inclusion (SENCO)**

**PARTICULAR RESPONSIBILITIES**

* To support the SENCO in the implementation of the administrative aspects of SEN and inclusion processes across the Academy, including provision for students with behavioural concerns.
* To ensure that the principles and legal requirements of the Children and Families Act 2014 relation to special educational needs and disability are implemented. These are embodied within the Code of Practice on the Identification and Assessment of Special Educational Needs and the SEN and Disability Act.

**KEY TASKS**

1. Working flexibly with all other members of the SEN Team to ensure a coherent approach to Inclusion takes place across the school
2. Providing a typing service as necessary with accurately typed information.
3. Maintaining the school's SEN records on SIMs.
4. Overseeing records on all pupils with SEN in the school.
5. Communicating up-to-date and accurate information to all staff at the Academy in a systematic and coherent manner.
6. Maintaining the school Provision Map with interventions offered throughout the Academy to all students with SEN (those on the register and those who have needs but are supported through QFT).
7. Providing administrative support as appropriate which will include preparing Education Health Care Plan applications and reviews, Termly Reviews for SEN support students, communicating with all stakeholders.
8. Inputting and retrieving information using SIMs.
9. Ensuring that confidentiality is observed at all times and abide by the data protection act.
10. Collating individual feedback for pupils on the SEN register and preparing them for reviews and meetings.
11. Taking minutes during SEN meetings, distributing and maintaining records.
12. Ensuring relevant documentation is completed in line with SEN Code of Practice 2014.
13. Contacting all other curriculum departments to request particular information.
14. Updating support timetables for students and LSAs.
15. Managing the SEN Resources area.
16. Supporting effective administration of the SEN department budget.
17. Communicating with all stakeholders, as appropriate.
18. Carrying out administrative tasks for other members of the Academy Leadership Team.
19. Carrying out any other related tasks as designated by the SENCO / Principal

Knowledge, Skills and attributes:

* Understanding and working knowledge of the national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas etc.
* Working knowledge of relevant and recent policies/codes of practice/legislation – Children’s and Families Act 2014 and SEN Code of Practice 2014.
* Understanding of inclusion, especially within an academic setting.
* Experience working in a setting with children and/ or young adults.
* Ability to work effectively within a team environment, understanding classroom roles and responsibilities.
* Ability to build and maintain effective working relationships with all pupils, parents and colleagues.
* Ability to promote a positive ethos and role model positive attitudes.
* Ability to communicate effectively with children at all levels regardless of specific individual need.
* Excellent personal numeracy and literacy skills.
* Excellent organisational skill, ability to multi-task and forward plan.
* Effective use of ICT – SIMs, email, word and excel.