

## JOB DESCRIPTION – SEN Administrative Assistant

To support the SENCO and Learning Support department in all aspects of their administration

37 hours per week – 39 Weeks per year

### Main Duties:

#### Administrative support for the SENCO

- All administrative and clerical duties needed to support the SENCO.
- To co-ordinate and administer the processing of termly and annual review procedures.
- To co-ordinate administration of pupil passports ,EHCP plans and distribute to all relevant parties.
- To co-ordinate and undertake general administration including arrangements for the identification, assessment and provision for all SEND pupils.
- Attend and take notes at meetings, produce and circulate minutes as necessary.
- Answering enquiries, typing, sending letters and reports to parents/outside agencies.
- Liaising with parents, the LA and other stakeholders as necessary.
- Ensuring all Annual Review paperwork is carried out and submitted on time, attend and take minutes at Annual Reviews.
- Update the SEN Register and other records.
- Carry out any other duties as directed by the Headteacher commensurate with the general level of responsibility of the post.
- Booking appointments.
- Assist with timetabling of support
- Assisting with the ordering of all books and equipment needed for the department.
- Assist and help set up for Open Evenings, Tours and Taster Days
- Manage up to date record keeping.