

**SUPPORT
STAFF JOB
DESCRIPTION**

ROLE TITLE	SEND Administrator and Support
CONTRACTED HOURS	22.5 hours per week, 39 weeks per year
LOCATION	Newmarket Academy
GRADE / SCALE POINT – SALARY	Grade 4, point 9
REPORTING TO	SENDCO

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To coordinate the Education Health Care Plan (EHCP) annual reviews for all students and ensure their plans are updated as required.
To support the SEND department and SENDCo

KEY TASKS & RESPONSIBILITIES

1. Coordinate EHCP annual reviews and update plans as required

- a. working with the SENDco to set and diarise dates for every annual review each academic year.
- b. liaising with all stake holders / external agencies to collate relevant documents ahead of meeting.
- c. communicating the outcomes of EHCP with relevant teaching staff to get their feedback.
- d. collating staff feedback: checking grammar/ spelling/ formatting and completing Annual Review form accordingly.
- e. 1:1 relationship building with pupils: undertaking Pupil Profiles, moving into adulthood forms, to have pupils voice heard and represented in review.
- f. ensuring all paperwork for review is saved and secured online for use during the meeting e.g., accessing data from go4 schools/Arbor, uploading relevant external agencies documents, previous ARs, family view forms.
- g. attending annual reviews alongside SENDco and other named school staff taking minutes of the meeting.

- h. assisting the SENDco in preparing final paperwork for submission to LA within timescale.
- i. circulating feedback to class staff where relevant following review.
- j. copy of all finalised documents to be filed on student file.
- k. Record meetings on CPOMS.

2. Support for SEND pupils, and SEND support staff

- a. Maintaining and updating the SEND register in consultation with SENDco and Operations Director.
- b. Maintaining and updating the SEND files.
- c. regular communication with teaching staff about student needs and any changes.
- d. point of contact for parents and agencies, face to face, via email and phone.
- e. Completion of SEND referrals to external agencies (e.g. SES/ ELSA/ Barnados/ ADHD assessments/ Ed Psych): undertaking observations of students and gathering home feedback.
- f. Support HLTA with TA timetables, allocating support where most appropriate.
- g. Logistical support to SENDco and HLTA to reassign support staff necessitated by pupil or staff absence.
- h. Support SENDco/ HLTA with admin for maths and literacy interventions
- i. 1:1 SEMH support should pupils self-refer to Student Centre.
- j. support SENDCo applying for HNF and related admin, to Local Authority timescales.
- k. coordinating SEND transition for year 6: liaising with Primary staff to obtain details on SEND students; organisation of tours for parents and ensuring all relevant information is circulated to relevant staff ahead of pupils starting at Academy.
- l. organising and undertaking break and lunch duty within Student Centre
- m. being available in the Student Centre to supervise children on personalised time tables.
- n. managing and ordering resources for student centre and EAL.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested which fall within the scope of the post.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Qualifications	NVQ or equivalent in relevant subject	
Experience and Knowledge		<p>Knowledge of SEND and the EHCP Process</p> <p>Knowledge of basic health and safety responsibilities and safeguarding procedures.</p>
Literacy and Numeracy	<p>Secondary education up to GCSE level or equivalent</p> <p>Demonstrate expertise in a range of relevant office procedures</p> <p>Ability to set out letters / documents and have excellent grammar and the ability to proofread documents.</p> <p>High level of computer literacy, ability to format documents and high attention to detail required.</p> <p>Able to maintain records e.g. records of reviews, student filing.</p>	Knowledge of computer systems relevant to the school
Organisational		<p>Knowledge of basic health and safety responsibilities and safeguarding procedures.</p> <p>Knowledge of school administrative procedures e.g. incoming and outgoing emails.</p>
Equipment / Materials	<p>High level, accurate keyboard skills.</p> <p>Able to use / operate general office equipment e.g. printers, photocopiers, computers.</p>	

Research	Able to use the internet effectively for routine research and add information to relevant websites.	Broad understanding of government initiatives and their impact on the school.
Problem Solving / Planning	Organised and methodical approach to managing the reviews and meetings keeping within timescales. Ability to prioritise own workload.	
Interpersonal and Communication	Tact and diplomacy second nature. Articulate with a good grasp of the English language. Ability to remain calm under pressure. Patience and tolerance when dealing with parents / pupils who may be upset or appear unreasonable. Understanding of the necessity and ability to maintain absolute confidentiality. Pleasant and helpful telephone and face-to-face manner. Ability to function effectively as part of a team.	
Keyboard	High level keyboard skills	
Manual Skills	Routine office manual handling skills	
Level of Autonomy	Able to make day to day decisions about own workload, within general guidelines and procedures. Able and will to use own initiative in solving semi-routine tasks. Know and understand when to refer upwards.	

