

Job Description - SEND Administrator

Job Description: SEND Administrator	
Purpose	<ul style="list-style-type: none"> ● Work with the SENCo to raise the learning and attainment of students and promote inclusion. ● Support students so they can access the curriculum, take part in learning, and experience a sense of achievement and independence. ● Take a lead role within the school to identify and address the needs of students who need particular help to overcome barriers to learning, under direction from the SENCo. ● Undertake all administration for the SEND Department.
Reporting to:	SENCo
Liaising with:	SENCo and SEND team. Curriculum & Pastoral Leaders Student Services Pastoral / Welfare Support Staff. Subject teachers Senior Leadership Team External Agencies Parents / Carers
Working time:	FT - 35 Hours per week (8:30 - 4:00 inclusive of 30-minute break). Total of 38.2 weeks per year inclusive of calendar meetings and INSET.
Salary/Grade:	Scale 3 - Point 5
Disclosure level	Enhanced
Core duties and responsibilities	
Supporting students	<ul style="list-style-type: none"> ● Maintain accurate records for students with Special Educational Needs and Disabilities (SEND), ensuring all documentation is securely stored and accessible to relevant staff. ● Create and maintain Student Information sheets (e.g. Passports) in collaboration with students, parents/carers and professional reports, ensuring strategies and adjustments are clearly communicated to staff. ● Upload and maintain SEND documentation on school information systems (e.g., Bromcom), ensuring records remain accurate and up to date. ● Support the coordination of Access Arrangements applications in line with JCQ regulations, including the administration, organisation and submission of required evidence and documentation. ● Support the SEND team in monitoring attendance and engagement for students receiving additional support, including those accessing alternative provision or medical tuition, ensuring concerns are recorded and escalated appropriately. ● Support the identification of student needs by organising assessments and testing under the direction of the SENCo, including liaison with external professionals where required. ● Support transition processes for Year 6–7 students, in-year admissions and transitions across Key Stages, including the management and transfer of SEND information and records. ● Ensure students attend relevant meetings with support agencies by coordinating communication, scheduling and reminders. ● Provide pastoral and administrative support for students accessing the Hive or modified timetables, ensuring accurate record-keeping and communication with relevant staff. ● Supervise students on visits, trips and out-of-school activities as required (non-instructional supervision only).

<p>Operational</p>	<ul style="list-style-type: none"> ● Provide comprehensive administrative support to the SEND department, ensuring all processes align with statutory requirements and local authority procedures. ● Support the administration of Year 6–7 SEND transition, including the management and transfer of incoming SEND information and records. ● Assist with the administration of SEND provision mapping to support effective allocation and tracking of resources. ● Coordinate the administration of Education, Health and Care Plan (EHCP) Annual Reviews in line with statutory timelines. ● Gather teacher feedback and attainment information to inform Annual Review documentation. ● Pre-populate Annual Review paperwork for SENCo review. ● Send invitations to parents/carers and external professionals, ensuring all required parties are invited at least two weeks in advance of the meeting. ● Request and collate professional reports from relevant agencies. ● Attend Annual Review meetings where required to take minutes and prepare documentation for SENCo approval. ● Ensure completed paperwork is submitted to the Local Authority and shared with parents/carers within statutory deadlines. ● Maintain and update the SEND register, including SEND categories and levels of support (e.g., SEN Support, EHCP). ● Upload and attach relevant documents to student records as they are received throughout the year. ● Maintain and update SEND tracking systems and pastoral monitoring spreadsheets. ● Ensure SEND documentation is accurately stored, organised and accessible to relevant staff. ● Manage SEND referrals for external provision and specialist services, ensuring all required documentation is completed and submitted in a timely manner. ● Liaise with external agencies, parents/carers and internal staff to coordinate information sharing and follow-up actions.
---------------------------	--

<p>Working with staff, parents/carers and relevant professionals</p>	<ul style="list-style-type: none"> ● Communicate effectively with staff, students, parents and carers under the direction of the SENCo, ensuring information is shared clearly, professionally and appropriately. ● Act as a key administrative point of contact for external professionals supporting students with SEND (e.g., Educational Psychologists, Speech and Language Therapists, specialist teachers). ● Coordinate meetings, assessments and visits from external professionals, ensuring all arrangements, documentation and communication are managed efficiently. ● Ensure reports received from external professionals are distributed to relevant staff and shared with parents/carers where appropriate, maintaining accurate and secure records. ● Coordinate information gathering from staff when students are being assessed for potential SEND needs, ensuring responses are collected, organised and submitted to the SENCo or external professionals as required. ● Share accurate knowledge and understanding of students' needs with school staff and relevant education, health and social care professionals to support informed decision-making around provision and support. ● Contribute to meetings with parents, carers and external professionals by providing administrative updates, relevant information and feedback relating to student needs and barriers. ● Analyse whole-school SEND data under the direction of the SENCo, ensuring colleagues and professionals are kept informed of key information, patterns or concerns. ● Collaborate with colleagues and external professionals to support coordinated SEND processes and maintain effective working relationships across the school. ● Develop and maintain positive professional relationships with staff at all levels, promoting effective communication and teamwork. ● Liaise with specialist services on behalf of students, such as educational psychologists or speech and language therapists, as directed by the SENCo, ensuring information is shared promptly and follow-up actions are completed.
---	--

Health and safety	<ul style="list-style-type: none"> ● Promote the safety and wellbeing of students, and help to safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy ● Support children who are upset or have had accidents. ● Perform staff duties that have been assigned by the school. The rota and arrangements will be notified to you in advance. ● Liaise with the Health and Safety officer to ensure that Evacuation procedures are up to date and achievable.
--------------------------	---

Professional development	<ul style="list-style-type: none"> ● Participate in relevant training and professional development to maintain up-to-date knowledge of SEND processes, statutory requirements and school systems. ● Develop familiarity with current SEND legislation, local authority procedures and national guidance to support the effective administration of SEND provision. ● Reflect on your own practice and seek opportunities to enhance skills and effectiveness, liaising with school leaders to identify appropriate development opportunities. ● Take opportunities to build the skills, qualifications and experience required for the role, with support from the school. ● Participate fully in the school's appraisal and performance development procedures. ● Attend meetings with curriculum, pastoral and support staff as directed and where appropriate to the role. ● Lead training for colleagues on provision mapping and SEND data systems, supporting the wider school in understanding and using SEND processes effectively.
---------------------------------	--

Other Specific Duties:

- Support the preparation of materials for Open Evenings and other SEND-related events.
- Attend Open Evenings for new intake as required, liaising with parents and carers of students with SEND to provide information and guidance.

You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.

- To promote actively the school's corporate policies
- To continue personal development as agreed
- To actively engage in the staff, review and development process

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school.

DATE: March 2026