



## **JOB DESCRIPTION**

<b>Post:</b>	SEN and Safeguarding Administrator
<b>Pay Scale:</b>	Scale 4 (Point 7 - 10, £22,377 - £23,607)
<b>Location:</b>	Kingsford Community School
<b>Working Hours:</b>	36 hours per week
<b>Working Pattern:</b>	Full Time, Monday to Friday 8:30am to 4:42pm with an hour for lunch <i>(Some flexibility in working hours will be essential, including evenings and weekends)</i>
<b>Responsible to:</b>	SENCo
<b>Other Relationships:</b>	All school staff, students, visitors, external agencies

### **The Role**

Under the direction of the SENCo, as SEN & Safeguarding Administrator, you will assist with the administration and organisation of EHCPs (Education Health and Care Plans), a legal document which describes a child or young person's special educational needs, the support they require and the outcomes they would like to achieve. You will also be responsible for communication between the school and local authorities around pupil consultations and admissions.

### **Responsibilities**

- Maintenance of up to date SEND records, managing a schedule of EHCPs/Annual reviews, completion of records for SEND reviews.
- Manage and review schedules for EHCP Review meetings, making final modifications having consulted with SLT, teaching staff and LA EHCP co-ordinators.
- Liaise with the LA EHCP co-ordinators.
- Contact each LA and ensure that the school has an electronic & paper copy of all EHCP plans for every pupil.
- Create and oversee electronic folders containing all EHCP documentation for each pupil.
- Personalise EHCP conversion and EHCP review templates.
- Contact parents and arrange for them to attend EHCP meetings.
- Contact outside organisations and request reports and inform them of EHCP meeting dates (Transition team, social care, CaMHs, OT).
- Attend all EHCP review meetings making an accurate record of the meeting and filling in all post review paperwork. Also ensuring documentation is ready prior to the meeting with due regard to the legal framework.
- Collate and analyse Annual review parent questionnaire responses to feed into the school development plan.
- Respond to pupil consultation/admissions requests working closely with the Headteacher.
- Organise transition arrangements for any new pupils.
- Liaise with school staff involved with transition in order that they attend EHCP meetings.



### **Equal Opportunities and School Vision**

- To ensure and display commitment to the implementation of the school vision and Ethos.
- To be committed to the schools policies on Equal Opportunities and Learning Support, and inclusion.
- To be committed to the continual raising of levels of achievement for all our students.
- To work with confidentiality and sensitivity, which are essential when dealing with parents of our multi-ethnic school.

### **Other**

- Actively promote the safety and welfare of our children and young people.
- Ensure compliance with General Data Protection Regulation (GDPR).
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
- Duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

***Kingsford Community School is committed to safeguarding and promoting the welfare of children and young people in accordance with DFE Safeguarding Children and Safer Recruitment regulations. The school expects all staff and volunteers to share this commitment.***



## **PERSON SPECIFICATION**

### Personal Qualities

- Confidentiality
- Good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations
- The capacity to remain calm and to cope with the unexpected
- Excellent time keeping
- Committed and enthusiastic
- Confident, positive and flexible attitude

### Skills & Abilities

- Knowledge and experience of the school management information system (SIMS)
- Effective written and verbal communication skills - ability to compose letters with fluency
- Ability to work on own initiative and be decisive
- Ability to work as a member of a collaborative team
- Excellent organisational and planning skills
- Ability to relate to all personnel within the school environment
- Ability to approach all confidential matters with discretion, sensitivity and diplomacy
- Knowledge and experience of whole school procedures, organisation and structure
- Ability to translate ideas and strategy into operational plans, ensuring both delivery and high quality services
- Ability to raise and maintain the quality of customer service
- Skills in identifying problems, developing options and making decisions
- Ability to recruit the right staff to admin positions
- Ability to prioritise and work under pressure while appropriate delegating
- Ability to use ICT personally and understand the part it should play in a services success

### Personal Style and Behaviour

- Passion for and positive commitment to providing high quality services to clients
- Commitment to promote and work within the values of NPW, including equality of opportunities
- Politically adept, able to demonstrate credibility and earn respect while dealing with stakeholders including Newham Council, Headteachers, Governors and Unions
- Able to work both on own initiative and collaboratively
- Able to be authoritative yet willing to take account of the views of others and be responsive to them

### Qualifications

- The successful candidate is likely to be educated to at least degree level
- Full computer literacy - Microsoft Office: Word, Excel, Publisher, Access, PowerPoint and Internet