



# King Edward's

WITLEY

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## Job Description – Inclusive Learning Administrator

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### **Overall Purpose**

The Inclusive Learning Administrator will support the day-to-day clerical and administrative functions within both the Inclusive Learning and EAL departments.

This position would suit an individual who may want to gain experience of working in a school environment. The role is an excellent opportunity to gain experience prior to a career in teaching or learning support.

Reporting to: SENDCo and Head of Inclusive Learning

Location: King Edward's Witley

Hours of work: Part-time, approximately 16 hours per week

Annual leave: As per school holidays, may also be required for a couple of days at the start and end of term allowing for InSeT etc.

### **The Department**

The Inclusive Learning Administrator will primarily work within the Inclusive Learning Department but may also assist pupils with exam arrangements e.g. scribing for them or reading. Inclusive Learning is a welcoming space, at the heart of the school. It is fully resourced with an up-to-date range of assistive technology such as touch typing, text to speech, spelling and dictation programmes. The School's wireless network gives pupils access to the internal network, and the Internet. The boarding and day Houses are located within the School's extensive campus.

The Department is friendly and committed to providing the very best academic support to all pupils and has strong links with the Houses as well as the library. We also liaise closely with the individual academic departments to ensure we create the optimum learning environment for all.

### **Main duties and Key Responsibilities**

- Support the day to day clerical and administrative functions of the Inclusive Learning department; including clerical processes, word processing, IT based tasks requiring knowledge of appropriate software, operation of office equipment and the processing of incoming and outgoing mail.
- Produce lists, information and data as requested by senior staff or external agencies.
- Develop and maintain manual and computerised records and management information systems in line with school needs, policies and procedures, ensuring that appropriate data protection practices are followed at all times.
- Update and maintain SEN register with SENCO.

- Provide admin support for Access Arrangements e.g. Form 8s, collating evidence and coordinating teacher feedback.
- Act as a first point of contact for pupils who visit Inclusive Learning; liaising with appropriate staff members and recording details where relevant.
- Arrange and coordinate appointments and meetings on behalf of the SENCO, organising venues and equipment, dealing with relevant documents and taking meeting notes as required.
- Complete referrals where required to other agencies, such as Speech and Language therapy.
- Organise school's room allocations for interventions and other requirements.
- Ensure annual review paperwork for EHCP and other relevant intervention is complete and submitted on time.
- Assist with arrangements for school visits and events related to SEN.
- Update Housemasters/mistresses, Heads of Section, Heads of Year, Pastoral Team and Health Centre with any additional medical/pastoral information.
- Provide administrative support to both Inclusive Learning and EAL departments, e.g. centralising stationary purchases, organising visits, sending out lesson reminders, collating termly charges in each department.
- To be available for invigilation duties, especially for pupils with access arrangements, such as acting as a scribe, reader and/or prompter.

### **Person Specification**

#### **Essential**

- the ability to understand, motivate, engage with and encourage young people.
- able to communicate effectively with pupils and colleagues.
- enthusiastic and resilient
- proactive in encouraging pupils to access support new line flexible and willing to help in different settings
- able to use initiative
- excellent organisational and administrative skills.
- an understanding of the boarding school Ethos
- the ability to prioritise effectively and work as a team
- be a strong role model for young people
- have excellent communication skills; both written and spoken
- confident to use and learn about selected software programmes
- flexible, organised and possess a 'can do' attitude
- attention to detail, meeting deadlines and the ability to work under pressure are essential

#### **Desirable**

#### **EXPERIENCE/SKILLS REQUIRED**

- prior involvement in working with young people
- experience of volunteering within university, school, college or a club
- familiarity with Office 365 would be an advantage.

King Edward's Witley is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Please refer to our websites or ask HR for our child protection and rehabilitation of offenders' policy.