



## ST OSCAR ROMERO CATHOLIC SCHOOL JOB PROFILE

<b>JOB TITLE</b>	SEN Administration Assistant
<b>GRADE</b>	NJC Grade 5 £25,584 (starting point 7) pro-rata Full time, term-time only plus INSET days Monday to Friday 8:30am to 4pm Actual starting salary £22,041 per annum (full time)
<b>POST ACCOUNTABLE TO:</b>	Strategic and Operational SENCO
<b>POSTS ACCOUNTABLE FOR:</b>	None
<b>OTHER MAJOR CONTACTS</b>	School staff Students Parents Governors
<b>GRIEVANCE OFFICER</b>	Headteacher

### SEN & PASTORAL ADMINISTRATION DUTIES

1. To provide secretarial and administrative support to a busy office. Duties will include;
  - Working alongside the SENCO to updating student records and complete annual reviews
  - Working with external agencies, both via telephone and online, to provide support for students
  - Keeping student records up to date using Bromcom and CPOMS (Safeguarding) software, including scanning documents
  - Answering the telephone and making calls as requested
  - Photocopying and laminating documents
  - Filing student records
  - Providing hospitality to visitors
2. To maintain a safe and effective working environment
3. To uphold procedures that are in line with current SEND legislation and recognised good practice and support the named SENDCO representing the school in official capacities where necessary.
4. To support teaching assistants and other associate staff to understand their role in relation to SEND students, and work collaboratively with colleagues, parents / carers and outside agencies as appropriate
5. To act as a liaison between schools and the local authority as directed by the SENDCO to ensure continuity in terms of support and progression in learning when SEND pupils transfer.
6. To communicate effectively and regularly with parents and outside agencies as directed
7. To contribute to the evaluation and update of the SEND Register and support with the delivery of key parts of the provision for the students.

8. To support in collating and organising key Access arrangement requirements
9. To be aware of and adhere to all school policies and procedures. To work in line with the safeguarding requirements of the school.
10. To promote the image of the school, maintaining high standards of personal appearance and adopting a friendly but professional approach to the public
11. To maintain confidentiality at all times.
12. To attend CPD as and when required.
13. Support students with SEN and/or disabilities to access extra-curricular activities.
14. Support students in recording work in an appropriate way.
15. Support students in keeping on task and building resilience and motivation.
16. Safeguard the welfare of SEN students.
17. Support the transition and transfer of SEN students from KS2/3 and KS4/5.
18. Act as a 'champion' and advocate for students with SEN and disability.
19. Comply with school policies and procedures related to child protection and safeguarding, health and safety, equal opportunities, whistle blowing and confidentiality.
20. Contribute to the school's improvement planning and self-evaluation processes, through monitoring the impact of additional interventions and in-class support.
21. To undertake other duties as specified by line manager or head teacher which are appropriate to the level and general responsibilities of the post