

Job Description

Post: SEN Administrator

Purpose

To plan, develop, organise and monitor support systems and administrative procedures that supports the school's Inclusion and SEND team, creating and implementing an efficient and effective service that demonstrates high quality and enhances the learning opportunities for students.

The post holder will be expected to take responsibility for dedicated areas of work within the department, whilst providing support to other team members.

Duties and Responsibilities

The specific responsibilities of this flexible role may alter from time to time in order to meet the needs of the school, but accountabilities will include (or be equivalent in nature to) those listed below:

- Provide administrative and organisational support that meets the needs of the school's Inclusion and SEN team, providing support, advice and guidance on administrative issues as required such as dealing with correspondence, compilation of reports, annual review paperwork, EHCP reports, communicating with a variety of stakeholders, etc.
- Apply the school's rigorous procedures for recording, monitoring, analysing and acting upon a range of data including student attendance, punctuality, referrals and academic records from all the subject areas.
- Provide an effective communication service, liaising with parents, students, carers, staff and external agencies by telephone, email, letter or in person.
- Contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with external agencies, parents, students and staff including:
 - Answering the telephone – acting as first point of call for the SENDCO
 - Drafting replies to letters
 - SEN office filing
 - Photocopying / laminating
- Maintain the SEN, medical and at risk register.
- Provide a typing service as necessary with accurately typed information.
- Produce invitations to Annual Reviews and other meetings.
- Provide administrative support as appropriate which will include preparing EHCPs, profiles and additional reports.
- Attending meetings with the SENDCO and act as the minute taker. This may require flexibility with working hours.
- Input, retrieve and analyse information using the SIMS System.
- Undertake IT based tasks using Excel and Word and advanced IT packages

- Ensure that confidentiality is observed at all times and abide by the data protection act.
- Ensure the safe disposal of confidential waste.
- Prioritise workload to ensure the completion of work to specific deadlines.
- Collate individual feedback for students on the SEND register and prepare them for reviews.
- Update all Tracking Data kept in the department as directed.
- Contact Curriculum departments to request particular information (Schemes of Work, Student Progress, etc.)
- Update support timetables for students and TAs.
- Liaise with feeder schools and other relevant bodies to gather student information.
- Assist the SENDCO/Examinations Officer with special exam arrangements for students with special needs.
- Be responsible for maintaining the SEN section of SIMS and providing relevant data

Other Job Requirements:

1. To carry out any other reasonable duties as may be requested by the Headteacher, member of the Senior Leadership Team or Line Manager.
2. Flexibility with changing days/hours as necessary for the smooth running of the school.
3. To attend training as required.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.