



Job Description

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| Job Title: | SEN Administrator - Tomlinscote School |
| Line Manager: | Assistant Principal, Inclusion: SENDCo |
| Job Requirement: | Term Time Only, 36 hours per week |

Key Purpose of the Role

To provide high quality administrative support to the SENDCo, as part of a large, determined and committed Special Educational Needs and Disabilities team.

To work flexibly with the SENDCo and other relevant stakeholders, to ensure a coherent approach to inclusion within the School.

Key Responsibilities

Accountability

1. Responsible for providing administrative and organisational support to the SENDC and SEND team.
2. Manage SEND data through the use of relevant platforms ie: SIMs.
3. Analyse and evaluate data, producing reports as required.
4. Responsible for organising Annual Review schedules: inviting parents/carers, outside agencies and collating teacher student and parent comments. Completing administration related to Annual Review paperwork.
5. Maintaining the record of provision maps for students on the SEND register.
6. Maintaining the student data records and distributing as appropriate.
7. Minute taking at meetings internally and externally when required and distributing said minutes.
8. Manage the administration requirements for the transition from year 6 – 7.
9. Managing Exam Access administration.
10. Dealing with all routine administration tasks within the department, including answering the phone, speaking with parents/carers and responding to emails.
11. Complete and submit any necessary forms and paperwork as required by the SENDCo/Deputy SENDCo
12. Update the SEND register where necessary and as directed by the SENDCo.
13. Finalise and distribute all letters/email correspondence as required.

14. Maintaining the Department notice boards and wall displays.
15. Support the management of the department budget.
16. Organise appointments and location bookings for the SENDCo/Deputy SENDCo.
17. Ensure all information required for the annual census is accurate and up to date.
18. Support SENDCo as appropriate.

Health & Safety

1. To ensure a safe working environment is maintained at all times.

Communication

1. To liaise with parents/carers and schools directly or via parent mail.
2. To liaise with outside agencies, other schools and relevant bodies to gather pupil information.
3. To liaise with other departments and relevant teachers to ensure a coherent approach to SEND.

Training & Development

1. To participate in arrangements for further training and developments.
2. To further develop ways of improving systems and procedures.
3. To participate in the Tomlinscote School appraisal process as per whole school policy.

Safeguarding

1. Complying with Trust policies (including those of the constituent academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy

Other duties

1. Ensure that personal data records must be compliant across the School and that all information is confidentially stored and processed in line with GDPR requirements, as per the advice of the Data Protection Officer.
2. To carry out any other tasks commensurate with the role/grade as may be requested by the Senior Leadership Team from time to time, including working in other departments when required.

Person Specification

The ideal candidate will have:

Qualifications

- A good standard of general education to A Level or equivalent (a minimum of 5 GCSEs A* - C or 9 - 4 (or equivalent) to include Maths and English).

Significant and proven experience in the following areas:

- Previous relevant experience of clerical/administrative work.
- Relevant experience of office based IT systems.
- Experience of using SIMS/Edulink/Edukey
- Experience of working in an educational environment.
- Experience of working within the Education system,
- Experience of working within a SEND department or similar and/or a keen interest in SEND
- The ability to interpret information and situations in order to solve problems.
- Good interpersonal skills for communicating tactfully, information with colleagues, students and outside agencies.
- Excellent IT skills.
- Practical knowledge Word, EXCEL and PowerPoint.
- Good note taking skills which will include minutes.
- Excellent administration skills.
- Experience of working with 16-18 year old students.

Personal Qualities and Skills

- Excellent organisational skills.
- Ability to establish and maintain appropriate relationships with young people.
- Ability to communicate constructively with others.
- A professional approach with excellent interpersonal skills.
- Ability to work constructively as part of a team, understanding school roles and responsibilities.
- Ability to identify own training and development needs and be willing to participate in development opportunities.
- Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information.
- Motivated and enthusiastic.
- Flexible and willing to learn.
- Attention to detail.
- Ability to prioritise and work unsupervised and remain calm.
- A desire to make a difference to the lives of young people.

Job Requirements

- Able and willing to work outside of normal School working hours for events.