

Job description

Job title: Lead Inclusion Administrator	Status:
Team: SEND	Reports to: SENDCo
	Direct reports: Cormac O’Neill
Department: SEND	Departmental budget holder: C.O’Neill

Position context:

Our purpose: To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become confident and impactful world citizens.

Position purpose:

Support the efficient and effective running of the SEND department through provision of all aspects of administrative and organisation support, liaising with parents and external agencies.

Position accountabilities:

Accountability	Key activities
Strategy	<ul style="list-style-type: none"> • Timely delivery of accurate and information to/for SLT • Minimise the administrative workload associated with SEND to enable teachers and SLT to focus on implementation
Planning	<ul style="list-style-type: none"> • Organisation of student information for EHCP students • Oversee the organisation of reviews and liaise with parents and external parties • Bring together the work of the TA manager, Assistant SENDCo and SENDCo to identify efficiencies, support coordination and ease of delivery of work through weekly meetings
Delivery	<ul style="list-style-type: none"> • Pupils Profiles, maintenance of documents and availability for staff • Timelines for department maintained and managing of competing priorities for staff to support realistic delivery • Preparation of data for review meetings • Management of the PLC office including liaising with parents, children and colleagues, maintaining of stock and submitting of orders, this is not an exhaustive list • Organise, attend and record annual review meetings

Accountability	Key activities
People Management / Organisational Development	<ul style="list-style-type: none"> • Support the SENDCO and Assistant SENDCo with administration and organisation of staff • Participate in weekly organisation and strategy meetings • Liaison with employment agencies to facilitate administration & delivery of service
Information Management and Reporting	<ul style="list-style-type: none"> • Extraction of data from SIMS for analysis • Liaison with data manager(s) and termly presentation of SEND data for HOYS & SLT • Supporting inclusion in team meetings and reporting on progress, future events and planning • Support with organisation of trips and life skills curriculum delivery
Data Protection	<ul style="list-style-type: none"> • All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes
Health and Safety	<ul style="list-style-type: none"> • Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public
Good Citizenship	<ul style="list-style-type: none"> • Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such

Key Stakeholders:

Internal: SENDCO, EHCP students, Headteacher, SEND team members.

External: Parents of students with a SEND identified and those undergoing assessment. In particular parents of children with EHCPs

Knowledge, skill and experience requirements

Essential: A high level of organisation, ability to work under pressure, support teaching and support colleague(s) you work with, an excellent communicator (face to face, electronic communications, phone), capable of using IT systems efficiently, very good numeracy and literacy skills, attention to detail, ability to plan terms and a year's work, experience of working in a busy environment, ability to juggle a number of tasks, prioritise delivery and work independently.

Desirable: experience working with children, working with SEND.

Key behaviours:

- Demonstrate and role model Trust values which are:
 - *Passion*
 - *Respect*
 - *Inclusion*
 - *Challenge*
 - *Openness*