



Job Description

Post: SEND Admin Assistant

Contract: Term Time plus Inset

Responsible to: SENDCO

Purpose of the Post

Provision of efficient administrative and clerical support to the SEND department and SENDCO

Specific Duties and Responsibilities:

- Provide administrative support in SEND meetings, taking notes and locating files and other information as requested
- Type up notes of meetings and SEND Review documents etc, in order to ensure all records are kept up to date and accurate, so supporting the education of our students with SEND
- Maintain accurate files and records of students with SEND
- Maintain accurate records of all students with medical needs and ensure any medication that needs to be kept in school is stored safely and administered correctly
- Support the SENDCO with the SEND identification, assessment, monitoring, and review process ensuring all records are updated regularly
- Administer initial screening assessments to assist with SEND identification
- Complete administration of student referrals and support the SENDCO in preparing for a range of meetings with external agencies
- Oversee room bookings and appointments for external visitors and manage the appointment diary for the SENDCO
- Ensure accurate records are kept regarding the needs of students with specific access arrangements in examinations
- Support with the gathering of evidence from teachers regarding students' normal way of working
- Monitor the evidence required by the examination boards, ensuring it is kept up to date
- Liaise with the Exams Officer to ensure every student who is entitled to access arrangements in examinations has those needs met

Support for Students and Parents/Carers

- Take initial enquiries from parents/carers and communicate them to the SENDCO and Assistant SENDCO as appropriate
- Communicate information regularly to parents/carers, including co-ordinating termly Parent Forum meetings and distributing transition information
- Liaise with parents/carers about appointments and meeting times

- Prepare relevant documents for EHCP applications, Annual Review meetings and High Needs Funding

Support for Teachers

- Ensure all information about students with SEND is recorded and filed correctly so that it is available to teaching staff to support teaching and learning
- Request and share information about student progress including updating student passports
- Support the SENDCO in communicating strategies to staff to support High Quality First Teaching
- Collate data for SEND students' identification, progress, target setting, monitoring and intervention purposes

General Duties

- To prioritise own workload, work to pre-determined deadlines and to comply with relevant legal requirements.
- To provide advice and guidance to staff and others to undertake administration procedures.

Additional Duties

- To undertake such additional duties as are reasonably commensurate with the level of this post, as directed by the Headteacher.

Review of Performance

- Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

Generic responsibilities:

- To work consistently to uphold school's aims and standards.
- To work in a co-operative and polite manner with all stakeholders.
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- To be aware of GDPR regulations and responsibilities
- To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be

supportive of school policies for the students; e.g. professional and appropriate appearance at all times including when out of school e.g. trips, CPD etc.