

Special Educational Needs (SEN) Office Coordinator

Role Overview

Job Title: Special Educational Needs (SEN) Office Coordinator

Grade: EC4

Contact Hours: 37 hours per week

Contract: Permanent

Faculty: Department of Learning Support

Responsible to: Head of Department, SEN and Assessment Manager

Key role objectives

- To act as a Co-ordinator/administrator working with the Heads of Learning Support, SEN and Assessment Manager, High Needs Claim Lead and Support Lead to generate and maintain individual student records relating to Education, Health and Care Plans and associated funding.
- Co-ordinate the Annual Review process and related administration.
- To develop systems that maintain instant access to data.
- Liaise with SEN and Assessment Manager ensuring efficient and timely objectives are met.
- To maintain and monitor all data relating to additional support provision on internal and external Hubs.

Main Tasks

- To arrange, attend and minute the EHCP and Review meetings related to SEN and complete associated administration.
- To keep detailed and accurate records relating to all SEN support in agreed format in liaison with the SEN and Assessment Manager, High Needs Claim Lead and Support Lead.
- Ensure clear communication channels are maintained internally and externally.
- To compile, maintain and monitor data relating to additional support funds.
- To assist in and undertake administrative tasks as allocated by the Head of Faculty, SEN Assessment Manager, or High Needs Claim Lead.
- To contribute and innovate in order to develop efficient and exceptional systems and processes.
- To provide assistance elsewhere in the College as and when required subject to workload and Faculty priorities.

Mandatory Duties

- Responsibility for safeguarding and promoting the welfare of children and vulnerable adults
- Commitment to Equal Opportunities

Reviewed: March 2025

Person Specification

Special Educational Needs (SEN) Office Coordinator

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Experience working in an administrative support post (A)
- Experience of co-ordinating processes & people (A)

Skills and Abilities

Essential Criteria:

- Excellent IT skills (A/I)
- Excellent Excel Skills (I)
- Excellent inter-personal, communication and customer care skills (A/I)
- Able to maintain accurate financial and other records (I)
- Able to maintain and provide accurate data information (I)
- Excellent organisation skills, time management and ability to cope under pressure (A/I)
- Pro-active, solution focussed attitude (I)

Qualifications

Essential Criteria:

- Level 2 literacy and numeracy qualifications (GCSE or equivalent) (A/I)
- Commitment to continuing professional development (I)

Desirable Criteria:

- Level 3 Qualification in Business or Administration (A)

Mandatory Requirement

Essential Criteria:

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)

Reviewed: March 2025

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge

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BE EXCEPTIONAL 

 **AMBITION**

 **COLLABORATION**

 **ENERGY**

BE EXCEPTIONAL 