



THE SIXTH FORM COLLEGE BROOKE HOUSE

JOB DESCRIPTION

Post Title: Inclusive Support Administrator

Scale:

Responsible to: Head of Inclusive Support

The central objective of this post is to contribute to the college's first strategic aim: to raise achievement and standards.

Specific Duties

- To provide, track and report on supervised study periods for students with Special Educational Needs and Disabilities
- To lead on the writing of Medical Care Plans, Evacuation Plans and risk assessments for students with mobility and medical needs.
- To support students returning to college after periods of absence due to periods of physical and mental ill health
- To support in the supervision of the Inclusive Support Room and provide immediate support in response to student needs
- To provide appropriate advice for staff who are involved with the support of students with medical and physical needs
- To provide administrative and organisational support to the Head of Inclusive Support, including funding applications and annual reviews of Education, Health and Care Plans
- To undertake screening assessments for students who may be entitled to exam access arrangements
- To join the college's safeguarding team
- To contribute to the colleges provision map by planning and providing skill development sessions
- To commit to a plan of professional development and training agreed alongside the Head of Inclusive Support
- To attend and contribute to parents' evenings and Inclusive Support Forums
- To undertake any other duties commensurate with the post