Job Title: Pastoral and SEND Admin Support

Reporting to: Vice Principal and SENDCo

Salary: UL Support Staff Payscale - Band 2 (Point 1 to 7 £24173 - £27,920 FTE, actual salary £21,927 - £25,326))

Working Time: 8:00am – 16:00pm Full Time, Term Time plus 2 weeks (including INSET)

Contract: Permanent, United Learning Contract

**Role Purpose:**

The Pastoral and SEND Admin Support role at Irlam and Cadishead Academy is a pivotal position within our [school\_type] setting, dedicated to providing comprehensive administrative and pastoral support to ensure the wellbeing, inclusion, and academic progress of all pupils. This role supports the pastoral care and SEND (Special Educational Needs and Disabilities) teams in managing pupil information, coordinating meetings, and liaising with internal and external stakeholders. Aligned with the school's commitment to fostering a nurturing, inclusive environment underpinned by our vision and values, the post holder will contribute significantly to the smooth running of pastoral and SEND functions, ensuring that every pupil receives the support they need to thrive socially, emotionally, and academically.

**Main Duties.**

Pastoral Support

* Support the pastoral care and wellbeing function, acting as a first point of contact for pastoral concerns.
* Log Arbor incidents where Senior Leadership Team (SLT) involvement has occurred, maintaining accurate and confidential records.
* Run behaviour reports as requested by the Pastoral Team and assist in monitoring pupil attendance and exclusions.
* Support whole school rewards and wellbeing programmes, including event organisation and supplier liaison.
* Manage fixed term exclusions (FTS) and permanent exclusions (PEX) paperwork, ensuring all processes are followed accurately.
* Maintain up-to-date records of pupils including interventions and liaise with external agencies as necessary.

SEND Administration

* Maintain the SEND section of Arbor, inputting, retrieving, and analysing data to support SEND provision.
* Assist the SENDCO with managing the SEN Register, ensuring it is accurate and that staff are informed of pupils’ special educational needs.
* Prepare and quality assure pupil passports and access plans, updating these biannually and disseminating to parents and staff.
* Organise the SENDCO’s diary and support SEND meetings including minute-taking and timely circulation of documents.
* Assist with special exam arrangements for pupils with SEND alongside the Examination Officer.
* Notify parents of changes to SEN status and gather parental voice information.
* Maintain individual pupil SEND files, ensuring documents are stored chronologically and are easily accessible.
* Liaise with external agencies to ensure statutory requirements for pupils with SEND are met.

Admissions and Transitions

* Manage new admissions, managed moves, and transfers in and out of the Academy, ensuring smooth transitions.
* Oversee Year 7 administration processes in collaboration with transition and data teams.
* Liaise with primary schools, further education establishments, parents, governors, and other stakeholders to facilitate effective communication and transition.
* Administrative and Clerical Duties
* Schedule meetings, travel, and accommodation arrangements for pastoral and SEND teams.
* Book rooms and meeting spaces as required.
* Produce parental letters to Academy standards and other correspondence as needed.
* Take minutes at parental, external agency, pastoral, and SEND meetings and ensure timely distribution.
* Provide general administrative support including preparation of statements, profiles, access plans, and invitations to annual reviews.
* Act as the first point of contact for the Inclusion Team via telephone/reception duties.
* Data Management and Reporting
* Use Arbor and other systems to maintain confidential records and provide relevant data.
* Use data effectively to identify pupils who are seriously underachieving and share findings with the Pastoral Team each half term.

Additional Duties

* Support staff awareness of pupils with long-term medical conditions and ensure their ongoing daily needs are communicated.
* Support the SENDCO in maintaining and updating the provision map alongside the SEND register.
* Undertake any other duties appropriate to the post as directed by the Principal or line manager.

General

* To ensure that the vision and ethos of Irlam and Cadishead Academy is understood and valued by all staff and pupils through informed and consistent leadership.
* To lead and support staff and pupils to achieve continued high performance at all levels.
* To develop excellent working relationships with colleagues internally, centrally and externally.
* To be an effective and flexible member of the team, contributing to the successful adherence to Safeguarding Policy.
* To uphold the academy policies and procedures at all times.
* To ensure any documentation produced is to a high standard and is in line with the in-house style.
* Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Participate in training and other learning activities as required.
* Participate in the academy’s Performance Management process.
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
* To promote the area of responsibility within the academy and beyond.
* To represent the academy at events as appropriate.
* To support and promote the academy ethos.
* To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.