



Job Description

Job Title:	SEND Admin Support
Reports to:	SENDCO
Salary Range:	Kent Range C, currently £11,843 pro rata per annum (0.4669 of the full time equivalent of £25,252)
Hours:	20 hrs per week, Term Time Only (hours negotiable)

Main Duties and Responsibilities

SEND Administration

- Maintain records for all SEND students and for those with Access Arrangements
- Support the Head of Student Support, Lead Teacher SRP, Access Arrangements Assessor and SENCO with various administrative tasks to support the team
- Arrange appointments between parents/carers and SEN department
- Support the department in implementing individual student support plans they have developed and assist them with reviewing ongoing progress towards set goals
- Liaise with staff to ensure that the appropriate requirements are met for students to fulfil the access arrangement requirements
- Manage communications between school and home effectively, both written and verbal
- Open and distribute mail for SEND department
- Manage arrangements for Afternoon Tea and other events as required
- Contribute to, minute and attend weekly team meetings
- Liaise with external agencies where necessary

Working with SEND Students

- Build positive relationships with SEND students founded on mutual respect, fostering a high level of trust
- Promote high standards of behaviour and consistently implement the school's behaviour policy

Personal Qualities

- Good written and verbal communication skills
- Effective organisational skills with a high level of attention to detail and accuracy
- Good time management, with the ability to work under pressure with constant disruption, and prioritise effectively
- The ability to maintain confidentiality and to act with discretion at all times
- Ability to be assertive but fair in dealing with students
- Strong ICT skills, preferably Google Suite. A knowledge of SIMS or another school MIS (management information system) would be an advantage
- Good interpersonal skills and the ability to work as a member of a collaborative team
- To be able to act with integrity, honesty and demonstrate ethical, inclusive and respectful working practices towards students, colleagues, parents and other members of the school community
- Desirable but not essential
 - o Experience working in a school environment or other educational setting
 - o Experience working with SEN students
 - o Experience working in a pastoral role

This job description reflects the current requirements of the post. As duties and responsibilities change, the job description will be reviewed and is subject to amendment in consultation with the post-holder.