

Job Description – SEN Admin Assistant

Job details

Salary: NJC/SCP 2-5

Hours: 19.5

Contract type: Part time, term time only

Duties and responsibilities

- All administrative and clerical duties needed to support the SENCO
- To coordinate and administer the processing of termly and annual review procedures
- Ability to undertake general administration including arrangements for the identification, assessment and provision for all SEND pupils
- Attend and take notes at meetings, produce and circulate minutes as necessary
- Answering enquiries, typing, sending letters and reports to parents/outside agencies
- Ensuring all Annual Review paperwork is carried out and submitted on time, attend and take minutes at Annual Reviews
- To coordinate administration of pupil passports, EHCPs and distribute them to all relevant parties
- Carry out any other duties as directed by the SENCO or Head of School
- Manage up to date record keeping and booking appointments
- Assist with timetabling of support
- Assisting with the ordering of all books and equipment needed

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Be vigilant in the safeguarding of pupils

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own understanding of SEN
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

This role will be required to safeguard and promote the welfare of children and young people, and follow school and trust wide policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head or line manager.

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Person specification

| CRITERIA | QUALITIES |
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| Qualifications and experience | <ul style="list-style-type: none">• Administrative experience is required• The post holder will be required to have an enhanced DBS check• Eligibility to work in the UK |
| Skills and knowledge | <ul style="list-style-type: none">• Knowledge of the National Curriculum• A good understanding of SEN provision to improve outcomes of SEN pupils• Knowledge of effective teaching and learning strategies for all children• A good understanding of how children learn• Ability to build effective working relationships with pupils• Knowledge of guidance and requirements around safeguarding children• Knowledge of effective behaviour management strategies• Good ICT skills, particularly using ICT to support learning |
| Personal qualities | <ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• To have a passion and drive for inclusive education for pupils with SEN• Ability to build effective relationships with pupils, staff and parents.• High expectations for children's attainment and progress• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality |

