

**ST HELENA SCHOOL  
JOB DESCRIPTION****LSA and SEND Admin Assistant**

**Responsible to:** SENCO  
**Salary Grade:** Scale 6, Points 13-17  
**Full time/Part time:** 35 hours per week/39 weeks per year (term time + INSET days)

**Purpose of Job:**

To work in partnership with teachers to support students with complex special educational needs and to support their learning in line with the national curriculum, codes of practice and school policies and practices.

**Safeguarding Responsibilities:**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

**Additional Responsibilities:**

To provide administrative support for the SEND Department within the school.

**Main Duties and Responsibilities:**

- Assess and record student progress, reporting findings to the SENCO.
- Maintain and update records.
- Liaise with the SENCO to ensure the most appropriate student support arrangements are made.
- Liaise with SENCO for the purchase of resources.
- Prepare and maintain general and specialist equipment and resources.
- Provide objective and accurate feedback and reports as required.
- Create and maintain positive working relationships with staff and students.
- Deliver interventions to individuals or groups of students.
- Provide consistent support to all students, responding appropriately to individual pupil needs.
- Provide feedback to students in relation to progress.
- Liaise with parents and outside agencies.

- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement.
- Provide objective and accurate feedback and reports as required.
- Attend and participate in regular meetings as appropriate.
- Participate in training and other learning activities as required.
- To provide general assistance to the students under the direction of the class teacher.
- To provide skilled support to students with complex learning needs, behavioural, communication, social, sensory or physical difficulties.
- To carry out teaching programmes and learning activities prescribed by the teacher.
- To participate in planning, recording, assessment and evaluation of learning activities with the teacher.
- To provide feedback to the teacher on student progress and behaviour.
- To support learning by preparing/providing resources for lessons/activities under the direction of the teacher.
- To support the use of ICT in the classroom and develop students' competence and independence in its use.
- To contribute to student reports and attend meetings as appropriate.
- To work as part of the team with other staff, outside agencies and parents/carers.
- To support the work of therapists and carry out prescribed programmes for students.
- To support students' personal needs, including help with social, mobility, welfare, physical and health matters.
- To carry out specific additional care tasks for individual students at the direction of a suitably qualified member of staff, once full training has been given.
- To support students during off site learning activities.
- To implement agreed policies and approaches across the school in relation to students' management, learning, behaviour and care.
- To share in supervisory duties.
- To undertake Emergency First Aid at Work training and occasionally cover for the Health & Medical Officer.
- To occasionally assist and supervise students taking examinations.

#### **SEN Admin Role:**

- Working alongside the SENCO to provide administrative support for SEND Department Administration of Annual reviews
- Liaising with parents/staff/ outside agencies and other LA Schools
- Managing the SEND calendar and SENCO Diary
- Administration of pupil reviews
- Arranging necessary appointments for parents / students / SENCO
- Production of meeting agendas and minute taking
- Collating SEND timetable data

- Updating SEND department staffing timetable as advised by SENCO
- Managing inbound SEND calls / relaying messages

### **Main Duties and Responsibilities:**

#### **General**

- To manage Departmental Asset registers.
- To input and update Departmental data.
- To maintain stock control and order supplies.
- To maintain relevant school databases.
- To update student files.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- To support the learning culture and ethos of the school.

**The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

**The above duties are neither exclusive nor exhaustive and the post holder may be required by the Line Manager to carry out appropriate duties within the context of the job, skills and grade.**

#### **Working Pattern for this post:**

35 hours per week (8.30am - 4.00pm Monday - Friday - 30 min lunch), 39 working weeks per year (term time plus INSET days).