



JOB DESCRIPTION

Job Title:

Administrator - SEND

Responsible to:

**Headteacher, Deputy Headteacher (Pastoral)
SENDCo**

Contract Terms:

37 Hours Per Week, Term Time only

Grade:

E – Points 6 - 8

Purpose of Role:

To work with the team providing a professional, effective and customer focused service to students, parents/carers, colleagues and other stakeholders.

General Duties and Responsibilities

SEND Administration

- Assisting with production, circulation and promotion of student information.
- To organise EHCP Reviews; liaising with the LEA, inviting parents and outside agencies, typing, collating and distributing review reports.
- To work alongside the administration team of all new SEND students to the school, liaising with feeder schools, Year teams, Local Authority, teaching staff and parents and other stakeholders.
- To prepare draft letters and reports on behalf of the SENDCO/Deputy SENDCO as required.
- To support the SENDCO in monitoring and maintaining provision mapping.
- Attending annual reviews, minuting, and writing of annual review forms, editing of EHCPs and other administrative tasks as part of the annual review process.
- Providing accurate and timely administration for the Department's internal and external reporting needs, including tracking and monitoring of SEND progress.
- Work alongside the literacy coordinator and SENDCO to support with tracking and monitoring.
- Liaising with parents and external stakeholders, including outside agencies, to arrange and support student progress.
- Maintaining the SEND register and ensuring that associated actions are reported and logged accordingly.
- Supporting with training/CPD for Teaching assistants.
- Liaising with Primary/Feeder schools, Admissions and external services to ensure that all SEND information is received in a timely manner and uploaded/stored in line with our data protection policies.
- Ensuring that confidentiality is observed at all times and abide by the Data Protection Act
- Assist SENDCO and Deputy SENDCO with alternative provision arrangements, tracking and monitoring ensuring students are well equipped and communicated with regularly when attending alternative arrangements.
- Provide the Heads of House/Year/Senior Leadership team with information as required.
- Process referrals and organise 1:1 or small group tuition from external providers when required and

keep records updated as appropriate

- Ensure confidential and clear communication of information at relevant levels is timely, efficient and accurate.

Other Duties:

- Planning and organising Y11 celebrations and end of year events including yearbook and hoodies.
- To undertake any further duties as outlined by the Headteacher, Deputy Headteacher (Pastoral), or SENDCo/Deputy SENDCo provided that they are reasonable and appropriate

Resources:

- Operate relevant equipment and computing software e.g. Class Charts, MS Office, SIMS, TEAMS, Outlook, Explorer, Google Chrome etc

General:

- Be aware and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting all concerns to the appropriate person
- Carry out all duties with regard to the school's policies and codes of conduct
- Participate in training and other learning activities as required and to participate in appraisal and professional development
- Set high expectations of conduct, whilst acting as a role model for others.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards

Support for Parents:

- Assist parents, carers and other stakeholders with general enquiries. Signposting to Local Offer and other support agencies as appropriate.

The duties and responsibilities outlined above are not intended to be an exhaustive list. The postholder may be required to perform other reasonable duties commensurate with the role and grade, in response to organisational needs.

Key Responsibilities:

Contribute to the ethos and aims of the School

- To be aware of and understand the School's Equal Opportunities, Race Equality, Whistleblowing, ICT and Safeguarding Policies (available electronically through SharePoint) ensuring at all times that the duties of the post are carried out in accordance with School Policies.
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and school policies.
- To review and develop working practice by developing and maintaining effectiveness as a member of the school staff through taking responsibility for own continuing professional development.
- To work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- To undertake any duty or responsibility that the Headteacher, line manager and the Business Manager asks relevant to the school's needs as required and are commensurate with the grade.

Working relationships and contacts

- To develop and maintain working relationships with other professionals.
- To liaise with parents, students, local authorities, external agencies and suppliers as well as members of the public to provide information and to answer queries.
- To support the SENDCo and Deputy SENDCo with the NLA and communicate with parents.

- To support the SENDCo and Deputy SENDCo with student TT, curriculum variations and TA examination support.
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Skills/Qualifications:

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Further Information:

- Scale Point** All staff start at the first scale point within their salary grade and receive annual increments until the top of scale is reached.
- Pension** As an employer of the Local Government pension scheme, the postholder will be automatically enrolled into the Wiltshire Pension Scheme. The School pays a contribution of salary into the LGPS – this is an additional remuneration benefit.
- Confidentiality** Some of the work undertaken within the School is of a highly confidential nature. The postholder must at all times maintain confidentiality and work within the School’s data protection parameters.
- Annual Appraisal** All staff undergo an annual appraisal as part of performance management at The Corsham School.
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The Corsham School is committed to safeguarding and promoting the welfare of young people and all appointments are subject to Disclosure Barring Service checks, medical and satisfactory references as part of standard pre-employment checks.

CONFIRMATION OF RECEIPT

I confirm that I have read and understood the terms outlined in this statement and hereby accept the post on the conditions stated.

SignedDate.....

Person Specification

Criteria		Essential/Highly Desirable	Assessed By:	
			App Form	Interview/Task
Qualifications	Minimum 5 GCSE Grades A* - C or equivalent including English and Maths	E	✓	
	Willingness to obtain and / or enhance qualifications and training for development in the post	HD	✓	✓
Experience	Previous experience of working in a school environment and or with students who have SEN	HD	✓	
	Previous experience of working in a busy office environment with a sound knowledge of administrative processes and procedures	E	✓	
Abilities, Skills & Knowledge	Good organisational skills, to be able to prioritise work and meet deadlines	E	✓	✓
	Working knowledge of standard computer software (Word, Excel, Outlook, office 365)	E	✓	✓
	Good communication and listening skills	E	✓	✓
	Ability to respect and maintain confidentiality	E	✓	
	Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	E	✓	
Personal Qualities	Demonstrate good attention to detail	E	✓	✓
	A flexible 'can-do' approach and a strong work ethic	E	✓	✓
	A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy	E	✓	✓
	Commitment to support the schools policy for safeguarding, equality and diversity	E	✓	✓