



## Job Description

|                          |                                   |
|--------------------------|-----------------------------------|
| <b>Position:</b>         | SEND Administrator                |
| <b>Responsible To:</b>   | SENCO                             |
| <b>Responsible For:</b>  | N/A                               |
| <b>Grade:</b>            | SC5                               |
| <b>Working Pattern:</b>  | 37 hours per week. Term time only |
| <b>Disclosure Level:</b> | Enhanced DBS                      |

### Core purpose of the post:

**Support the SENCO in the administration of the Dept.**

### Duties and responsibilities attached to this post are as follows:

#### SEND Department Administration

1. Schedule annual reviews and organise paperwork associated with these.
2. Assist with the timetabling of Teaching Assistants.
3. Coordinate access arrangement testing and work closely with exams to ensure students receive extra time.
4. Assist with provision mapping and ensuring the graduated approach is implemented in the SEND department.
5. Coordinate transition visits.
6. Provide support for a range of meetings, including the timely production and circulation of agendas and minutes and the noting of action points.
7. Provide administrative and clerical support to the SENCO and Assistant SENCO including correspondence, filing and general office duties.

#### Generic roles

1. Develop individual students' skills including language, communication, social skills, and positive management of behaviour.
2. Assist in the analysis of needs and the planning and application of individual programmes.
3. Communicate with parents/ carers, teachers and other professionals as required.
4. Take part in in-service training, relevant performance management arrangements and other meetings as required.
5. Provide information that supports the preparation, monitoring and review of ISPs and to action appropriate tasks from the ISPs.

**Pastoral Care**

1. Uphold the School's Code of Conduct through effective delivery of its aims.
2. Guide and support pupils in their personal, emotional and social development.
3. Promote and model positive behaviour in all teaching areas.

**Communication**

1. Establish and maintain a positive relationship to foster links between home and school.
2. Be aware of confidential issues linked to home/pupil/school/teacher.
3. Work collaboratively with colleagues to meet the needs effectively of all pupils.
4. Communicate concerns and observations to the relevant person regarding health and safety issues and child protection issues to maintain the school's duty of care.

**Personal Training and Development**

1. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
2. Attend relevant INSET courses.

**General**

1. To undertake exam invigilation, as required.
2. To actively support the vision, ethos and policies of the School
3. To promote and safeguard the welfare of children you come into contact with
4. To carry out other duties as are required and as are commensurate with the grade of the post.
5. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

**Special Notes and Conditions**

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.*

**Person Specification****Essential / Desirable (D)****Qualifications (minimum)**

- GCSE English and maths (or equivalent) minimum.
- A Levels (D)
- NVQ Level 3 or equivalent - Administration (D)
- Knowledge of the SEND Code of Practice (D)
- Knowledge of general office procedures and practice

**Skills and Experience**

Experience of working with young people

Excellent literacy and communication skills.

Ability and experience in designing and delivering training workshops.

Ability to lend subject-specialism to the learning and development of secondary-school pupils.

Practical work experience to give a thorough understanding of the processes and practices required in role.

Awareness and general understanding of the safeguarding protocols and other relevant legislation and protocols, notably data protection and health and safety.

**Personal qualities**

Enthusiasm, initiative, resilience and pro-activity.

Willingness to learn and participate in a dynamic educational setting.

Ability to be a role model to young people.

Genuine and demonstrable interest in working with young people and education.

Commitment to achievement for all, regardless of background or ability.