



Job Description

JOB TITLE	SEN Administrator
JOB FAMILY	Pastoral
PHASE	Primary
HOURS	15 hours per week, 38 weeks, permanent
REPORTING TO	Inclusion Lead / SENDco
RESPONSIBLE FOR	NA

Job Purpose

This post will involve working across the Meon Way Federation; Meon Infant, Meon Junior and Moorings Way Infant School.

- To provide a comprehensive administration service supporting the SENCO and inclusion staff as appropriate.
- To maintain and update the SEN Register and other records, updating staff accordingly.
- The post holder will provide administrative support for all child/school meetings and processes that link to the special educational needs of our pupils.
- To support the EHCP / Annual Review process.

Duties and Responsibilities

- Responding to enquires from staff, parents, external agencies and other stakeholders as necessary.
- Be responsible for the organisation and co-ordination of the Education Health Care Plan (EHCP) process and for ensuring that annual reviews and all related activities are completed to the highest quality and within statutory requirements.
- The post holder will provide efficient and effective administration support for the schools Inclusion lead / SENCo as well as those within the inclusion team.
- The SEN Administrator will be expected to work under the direction of the SENCo.
- Establish good working relationships and communication with agencies, professionals and families by acting as the primary contact for SEND queries.
- Communicate effectively, both verbally and in writing, to stakeholders, adapting communication as required.
- Use the school's information systems to input and retrieve information required; including SIMS, safeguard.
- Gather and securely store the collection of confidential and non-confidential reports from external agencies
- Produce templates, forms and resources as directed
- Provide administrative support for meetings by agreeing agendas, recording and typing minutes
- All new files to come to the SEN Administrator to be set up and put in the main school office.



- To prepare paperwork for referrals to outside agencies (EHCP needs assessments, EHA referrals to Teaching Support Service and Education Psychologist etc.).
- To prepare EHA referral documents in order to obtain outside agency involvement.
- To ensure provision for students is entered on to and given an end date on SIMS as required for the TA, Teachers, outside
- Greet and welcome visitors in an appropriate way and organise hospitality as required.
- Ensure important documents are photocopied and filed for use in Main Office and student files on One Drive. Ensure ALL documentation is saved onto Insight and teachers made aware.
- To maintain and update the SEN Register and other records, updating staff accordingly.
- Attend staff meetings and school-based INSET as required.
- The postholder is responsible for his/her own self-development on a continuous basis.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To undertake other duties appropriate to the grading of the post as required.

Generic Duties relevant to all members of Staff

Personality and Social Skills

- To have a positive and professional approach to work
- To enjoy working with young people.
- To be flexible, energetic, adaptable and have the ability to use initiative.
- Committed to raising standards and continuous improvement.
- Ability to maintain confidentiality in the light of handling sensitive information
- Good communication and social skills, with a good sense of humour
- Ability to work flexibly with reference to time and location and meet deadlines
- Ability to cope with difficult interpersonal behaviour and language

Knowledge, Skills and Abilities

- Willingness to keep up to date/complete relevant administration training as and when needed
- Excellent interpersonal skills with both adults and children.
- Willingness and ability to work as part of a team.
- Ability to communicate effectively both verbally and in writing
- Ability to prioritise and organise own work.
- Computer literate
- Excellent interpersonal skills, inc active listening
- Strong organisational, planning and time management skills
- Knowledge of special educational needs and disabilities
- Proactive approach to problem solving



The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- **This post will involve working across the Meon Way Federation; Meon Infant, Meon Junior and Moorings Way Infant School.** You should expect to travel between sites as required to fulfil the duties outlined.
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Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Equal Opportunities

- To actively promote the Trust’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are



to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a SEN Administrator.

Name:.....

Signed:

Date: