| **Job Title:**  SEND Administrator | **Department: Education** |
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| **Division/Section:**  **Little Ilford School** | **Job Number:** |
| **Grade: Scale 5**  **Hours:** 36 **Weeks**: 39 | **Date last updated:** |

| **EQUALITY AND DIVERSITY** |
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| We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. |

###### **Overall Purpose of Job**

* To assist the SEND team leaders in ensuring the provision of support for all SEN students by providing confidential admin support and management of administrative systems
* To support SEND team leaders on SEN related projects and provide administrative support for the teaching and support staff of the SEND team
* To minute meetings as required

**Person reports to: SENCO**

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## **Key Tasks and Accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

* To manage the administration processes for annual reviews of EHCP students, School SEN support students, PSPs and SISPs, Graduated Approach Plans and Medical Care Plans This will involve liaising with the appropriate borough officers, parents/ carers and relevant school staff and being responsible for minutes and school documentation
* To develop and maintain all confidential manual and computerised student records in relation to SEN including the SEN section of SIMs
* To operate a variety of software packages including SIMS student database, retrieving and analysing information and producing reports and data as required. To support the SEND department in the use of Go4Schools and Google Classroom
* To facilitate exam access arrangements, liaising with the school’s exam co-ordinator & Head of Learning Support & student's
* To be responsible for minutes of Curriculum Team Leader meetings & SEND curriculum team meetings and any other SEND meetings as requested
* To provide confidential administration for Looked After Children’ meetings, liaising with the PALs/DPALS
* To manage calls and visitors for the SEND team leaders, redirecting where appropriate
* Communicate at direction of SEND team leaders with outside agencies such as CFCS, Educational psychologists, Behaviour Support Service etc.
* To assist the SEND team leaders in keeping the SEN register up to date
* To maintain adequate equipment and stationery supplies for SEND team leaders
* To support SEND team leaders in organising training and other events for support staff and school CPD
* To arrange Annual Reviews and Graduated Approach Plan meetings for SEND team leaders, taking minutes, completing outcome documents and circulating them as appropriate
* To work with the SEND leaders to prepare documentation and evidence in relation to request for Higher Needs Funding and Education, Health and Care plans
* To assist with data collection associated with school census, School Workforce Census and other data returns as requested by the LA and other organisations
* To update support timetables for teachers and Teaching Assistants
* To provide administration for the Transition coordinator for Year 6/7 SEN transition ensuring transfer of essential information required for the start of Year 7
* To arrange transition meetings for SEND staff at primary school
* Responsibility for promoting and safeguarding the welfare of children and young people
* To undertake any other activities relevant to the grade and skills requirement of the post as directed by the SEND Team Leaders & SLT

**Safeguarding**

1. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
2. Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
3. Promote the safeguarding of all pupils in the school

**Person Specification**

| CRITERIA | METHOD OF ASSESSMENT |
| --- | --- |
| Qualifications & Experience   * Educated to A Level or equivalent, including GCSE English and Maths / Experience in a similar position (Essential) * Relevant professional or academic qualification (Desirable) * Experience of working with and supporting senior managers in an educational and/or SEN environment (Desirable) * Knowledge of SEN and disabilities matters and legislation (Essential) * Experience of supporting the implementation of SEN and disabilities legislation and codes of practice (Desirable) | Application Form |
| Skills & Abilities   * Literacy and numeracy skills at a level sufficient to interrogate and analyse data and manage reports (Essential) * Ability to be discrete, sensitive and maintain confidentiality (Essential) * Evidence of well-developed interpersonal skills and professional demeanour (Essential) * Ability to communicate effectively both verbally and in writing with tact, and ability to promote good relationships within and outside the school (Essential) * Ability to communicate with students with SEN and/or disabilities (Essential) * Proven communication skills, oral and written in order to produce detailed reports and memos (Essential) * Ability to undertake a range of advanced skills/activities requiring detailed knowledge and skills (Essential) * Strong organisational skills (Essential) * Ability to organise and prioritise own workload, meeting agreed targets and deadlines (Essential) * Self-starter, who can work on own initiative or as part of a team (Essential) * Demonstrate a clear commitment to the team approach, exchanging ideas and providing support to colleagues (Essential) * Ability to act as minute taker as directed by the CTL and senior managers (Essential) * Ability to demonstrate an attention to detail and an ability to stick at routine tasks (Essential) * Ability to problem solve and to present solutions. Flexible 'can do' attitude (Essential) * High level of ICT skills including knowledge of Google Docs, Microsoft Excel, Word, Power Point and Access (Essential) * Ability to interrogate SIMS database to source appropriate information on staff and pupils (Desirable) * Ability to work under pressure (Essential) * Energetic and enthusiastic (Essential) * Sense of humour (Essential) * Ability to work flexibly to meet the frequently changing demands of the department (Essential) | Application Form, Interview &  Test |
| Other Requirements (Essential)   * Awareness of and commitment to Equal Opportunities issues * A commitment to working in a multi-cultural environment and with students from diverse backgrounds * A commitment to work in a flexible and collaborative manner with other members of the school community * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Excellent attendance and punctuality | Application Form, Interview |