

# Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post title:** SEND Administration Officer

**Grade:** E/F SCP 6-11

**Responsible to:** SENDCo

## Job Purpose

- To provide administrative support to the SENDCO in the running of the SEND department.
- To contribute to an atmosphere of respect, recognition, optimism, celebration and mutual support in the school which promotes equality within, and values the diversity of the school community.
- To build and develop relationships with staff at all levels.
- To support the inclusion of pupils with Special Educational Needs into the community.
- To contribute to the distinctive nature of our Catholic ethos.
- To ensure the dignity of all members of the community is preserved.
- To be a fully supportive member of the school SEND Department.

## Main Responsibilities

- To support the SENDCO with the administration of SEND.
- To coordinate exam access arrangements and liaise with the exams officer in regard to all pupils who are entitled to access arrangements.
- To collate, input and assess a range of data required to update the whole school SEND data,
- To assist with the entry of SEN data and create reports for all pupil tracking.
- To develop systems for cross referencing this data and assist the SENDCO to analyse for SEND purpose.

## SENDCo Support

- Provide administrative support in respect of SEND.
- To take minutes for all meetings when required.

- To ensure all SEND pupil files are kept up to date and their status is accurately recorded on Arbor.
- To prepare information for Annual Reviews for pupils who have Educational, Health and Care Plans.
- To ensure all assessment, evidence documentation and outside agencies notes are linked within the school presently on CPOMS. Ensure all information on CPOMS is accurate and that files are transferred if students leave or join the college.
- Administration support for all Year 6 vulnerable transitions from Primary. liaising with primary/feeder schools.
- To liaise with parents to ensure their consent for the listing of their child on the SEND register.
- Carry out routine administrative procedures including: handling incoming and outgoing posts, maintaining and collating pupils reports, General financial administration and ordering.
- To arrange room bookings for school based meetings SEND reviews, outside agency meetings and Specialist Support Service meetings including the organisation of the students attending the meetings.
- To produce all letters and reports as required, arrange meetings with parents and general administration tasks to support the role of the SENDCO.
- To assist with the SEND elements of the school census.
- To assist with the organisation of the Teaching Assistant timetables and allocation.
- Liaise with Outside Agencies and forward referrals being made.
- To assist in updating SEND provision plans and pupil passports.
- Attend PD sessions and meetings as necessary and appropriate.

## Safeguarding, Equality & Diversity and Health & Safety

- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.
- To ensure all requirements to comply with GDPR requirements are built into all school based systems and procedures on an ongoing and continuous basis.

## Other Professional Duties

- To have a flexible approach, and be willing to develop new skills when required to support the introduction of new systems and technology.
- To follow a mutually agreed programme of continuing professional development.

- To take an active part in appraising own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
- To carry out such duties as may be reasonably directed by the SENDCO, Headteacher, Executive Headteacher.

*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the COO/HOF may determine.*

***PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.***

***THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE***

# Person Specification

Stage		Essential		Desirable
<b>Qualifications &amp; Education</b>	E1	NVQ Level 3 or equivalent qualification / experience in a relevant discipline	D1	First Aid qualification
<b>Experience, Knowledge &amp; Skills</b>	E2	Strong numeracy and literacy skills	D2	Experience of working in the education sector
	E3	Effective use of specialist ICT packages and other resources	D3	Experience of the use of CPOMS.
	E4	Full working knowledge of relevant policies/codes of practice/relevant legislation		
	E5	Ability to develop and improve systems		
	E6	Experience of working effectively in a busy environment with competing priorities and deadlines		
<b>Personal Attributes</b>	E7	Ability to relate well to both children, adults and other stakeholders	D4	Ability to self-evaluate CPD needs and to seek out new learning opportunities
	E8	Ability to work effectively and constructively as part of a team, understanding school roles and responsibilities and your own position within these		
<b>Special Requirements</b>	E9	An understanding of the Catholic ethos of NPCAT		
	E10	An understanding of safeguarding and child protection requirements		