

JOB DESCRIPTION

JOB TITLE:

SEND Administrator

GRADE: G4**REPORTS TO:**

Additional Learning Faculty Manager

1.**PURPOSE OF JOB:**

To assist in the administrative support for the Academy with regards to Special Educational Needs

2.**MAIN RESPONSIBILITIES, TASKS & DUTIES****i**

To ensure that the name of any student/pupil identified as a cause for concern, including those with behavioural problems, is entered on the SEN register and is then appropriately followed through in terms of the Code of Practice suggested procedures. To assist in arranging meetings and paperwork for meetings.

ii

To develop effective working relationships with parents and external agencies such as the Local Authority, Healthy Minds, Child and Family Guidance and Educational Psychologists.

iii

To advise parents on targets set for their children and their contribution for helping their children achieve them

iv

To work alongside the Additional Learning Manager and Heads of Faculty to evaluate the quality of IEP's, co-ordinate the review of IEP's for all students on the Special Needs Register on Provision Map.

v

To develop effective liaison between schools to ensure that there is good continuity in terms of support and progression in learning when pupils with SEN transfer.

vi

To assist in reprographic duties as required to meet the needs of the Academy. Assisting with the opening and distribution of incoming mail, recording and execution of outgoing mail and school files.

vii

To assist in such filing, word processing duties and day to day tasks within the scope of the post to meet the needs of the Academy.

3.**MANAGEMENT OF PEOPLE**

None

SUPERVISION OF PEOPLE

	Allocation of 1:1 learning assistants to support named pupils/students within the Academy.
4.	CREATIVITY AND INNOVATION May be required to be creative when assisting with developing solutions and plans in relation to deployment of learning assistants.
5.	CONTACTS AND RELATIONSHIPS Direct contact with parents, students, school-based employees and other professionals. Consult and communicate with LAs across the Academy sharing materials and initiatives.
6.	DECISIONS
	a) Discretion The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
	b) Consequences Impact on school administrative processes, which is likely to be easily identified and remedied.
7.	RESOURCES General office equipment needed to carry out tasks, such as PC and audio equipment. To handle cash in line the schools finance policy, which may include collecting money from students and parents/carers.
8.	WORK ENVIRONMENT
	a) Work Demands Work is subject to many interruptions from reception\telephone duties, this is part of the role and does not cause any significant change to the overall tasks to be carried out.
	b) Physical Demands General office work, may involve long periods of working at a computer.
	c) Working Conditions Work is carried out in well lit\ventilated office environments across both campuses.
	d) Work Context Risk of abuse from students, parents/carers and members of the general public
9.	KNOWLEDGE AND SKILLS GCSE Grade C or above in English and Maths Keyboard skills Computer literate

10.	GENERAL		
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>			
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with the Federation Equal Opportunities policy</p>			
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Academy's Health and Safety policies and procedures.</p>			
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]