



# Park Way Primary School

## **Job Description:** SEN Administrator

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**Grade:** Kent Range 4  
**Responsible to:** SENCO  
**Post Number**  
**Initial Agreed Date** September 2020

### 1. PURPOSE OF JOB

To provide efficient and professional administrative support to the SENCO to ensure SEN provision is outstanding. This will involve working with and for the benefit of children with special educational needs or EHCPs throughout the Key Stages, their parents and other professionals.

### 2. DIMENSIONS

Budget: None

No of Children: Children on the SEN register from Year R to Year 6 (currently 13% of the school roll and rising)

Subordinates: None

### 3. PRINCIPAL ACCOUNTABILITIES

- Input, update and maintain SEN information on SIMS – e.g. areas of need, interventions, data, reports from other professionals.
- Communicate efficiently and effectively, in person or writing, with parents and other professionals.
- Liaise with teaching staff to gather information for meetings and other professionals e.g. reports for paediatricians, requests for statutory assessment, referrals for additional support.
- Support the creation and review of individual, personalised provision plans.
- Administer EHCP annual reviews, including gathering documentation for annual reviews, liaising with all necessary staff and outside agencies.
- Send termly provision and intervention letters.
- Create reports to share attainment and achievement data termly.
- Assess children e.g. Lucid Rapid, BPVS, EVT.

- Support the SENCO and other colleagues to create SEN resources.
- Develop curriculum resources to ensure that pupils with SEND have the necessary levels of support.
- Support the transition of SEN children into school and on to secondary education.
- Support the personalised provision plans for individuals, including some 1:1 support, as part of the team around the child.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Take part in the schools' performance management procedures relevant to this post.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) including development days, as required to ensure own continuing professional development.
- To carry out any additional duties that the headteacher may reasonably require from time to time to ensure the smooth running of the school and the welfare of pupils.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.

#### 4. NECESSARY EXPERIENCE

- Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literature skills (GCSE grade C or equivalent).
- Previous experience (1-2 years) of working in an educational setting.
- A working knowledge of SIMs.
- Use basic technology (computer, photocopier).
- A working knowledge of the SEND Code of Practice.
- Experience of working closely with parents and other professionals.
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- The ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Ability to work on own initiative.
- Effective positive working relationships with staff to ensure pupils' needs are met.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.

5. SCOPE FOR IMPACT

Support staff in schools should make a strong contribution to pupils' learning and achievement. The SEN Administrator will work with the SENCO to ensure appropriate provision is in place for all SEND pupils enabling them to make good or better progress across the curriculum.

6. JOB CONTEXT

The SEN Administrator will be expected to work effectively with pupils, parents, staff and other professionals under the direction and supervision of a SENCO. They will also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation, reporting any concerns to the relevant person.

The post holder must have good communications skills and provide feedback to other professionals and parents as required.

7. ORGANISATION

The post holder will;

- Be directly line managed by the SENCO.

Name/signature \_\_\_\_\_

Date\_\_\_\_\_