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**Support Staff Job Description**

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| **Support Staff area** | Inclusion |
| **Support Staff Team:** | Inclusion Team |
| **Post Title:** | **SEND Admin Coordinator** |
| **Purpose:** | To lead/manage all aspects of administrative tasks and procedures required for SEND in a timely and accurate manner. Ensuring all aspects of the student information management systems are accurate, and up to date at all times. |
| **Reporting to:** | SENCO |
| **Key Success Indicators:** | * Impact of support upon achieving overall school attainment targets for SEND * SEND Code of Practice is fully adhered to through the collation of admin requirements * Annual SEND survey indicates high levels of parent satisfaction around communication * High needs funding is applied for in timely matter |
| **Liaising with:** | * Deputy Headteacher of Inclusion * Inclusion Support Team * Vulnerable Child Leader * Pastoral Support Leader * Pastoral Support Coordinators * Learning Set Teams * Learning Coaches * PIAS & External Services * Parents & Students |
| **Working time:** | Term time only + 2 (including Summer School) at 37 hrs. hours per week |
| **Salary/Grade:** | Grade 5 (£19,723 – 20,893 pro rata) |
| **Main (Core) Duties** | |
| **Support Student needs** | To provide an administrative service to the SENCO and Inclusion team which will include:   * Maintaining an accurate and up to date SEN register and keeping staff informed of student SEND need. * Word processing documents, taking and receiving telephone calls, making diary appointments, taking minutes, sending emails, record keeping, organising and arranging meetings with outside agencies/parents/prospective parents etc. * Being the first point of contact in the Inclusion Team for staff, students, parents, outside agencies etc. * Responding to requests from subject teachers for support. * Production of policy documents, letters and reports and other documents which are accurate and professionally presented. * Maintain and update school information, student files, records and databases, ensuring accurate electronic and paper filing of student records * Supporting the implementation of requests to exam boards for GCSE/GCE access arrangements. This will include maintaining and reporting arrangements * Co-ordinating and assisting in the compilation of the learning plans, passports etc. Assisting with production, circulation and promotion of the student development plans. * Organising EHCP reviews; liaising with the LEA, inviting parents and outside agencies, word processing, collating and distributing review reports. * Dealing with the administration and scanning of records of all new SEN students to the school, liaising with feeder schools through the transition process * Ensuring all stakeholder are kept up to date with SEND information: Admin; Learning Community; LA; teaching staff and parents. * Preparing draft letters and reports on behalf of the SENCO as required. * Maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information. * Managing Provision Map ensuring it is up to date at all times and information shared as needed * Providing other general administration where required. |
| **Student support** | * To assist in the supervision of students when they are in the SEND department; supporting them with classwork/coursework, revision and keeping on task if needed |
| **School Organisation** | * Respect confidentiality issues linked to students * Support with duties and exam Invigilation if required * Maintain effective communications both with the * SEN team and the whole school. * Participate in the performance and development review process, taking personal responsibility for the * Identification of learning, development and training   opportunities in discussion with line manager |
| **Legislation Compliant** | * To be responsible for promoting and safeguarding the welfare of children and young people within the school * Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. |
| **Other Specific Duties** | |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming, and professional environment. This applies to all forms of communication including email, internet, text and telephone conversations  This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |

Date: Signature