

## Job Description

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**Job title: SEN Administrator**

**Reports to: SENDCo**

**Location: Leigh Academy Minster**

### **The purpose of the SEN Administrator post is to:**

- Provide a comprehensive range of high-quality administrative support within the busy SEN provision to ensure that all aspects of the day to day activities operate efficiently and effectively.
- Support SENCo with a variety of duties
- Create a friendly, welcoming and supportive environment for all users of the SEN provision
- Work as an effective member of the SEN provision supporting the wider SEND team.
- Work within the academy's aims, objectives and ethos.

### **Main duties and areas of responsibility**

The main duties of the SEN Administrator post are categorised below. The list is intended to be illustrative and not exhaustive.

#### ***Day-to-day operations***

- Provide academic and pastoral support for students within the Inclusion provision, including the delivery of interventions and small group activities
- To manage the development of good administrative practice within the SEN provision and the academy including maintaining and developing procedures, records and systems
- To provide administration support including creating documents and reports using the full range of Microsoft Office programmes available, filing, photocopying and taking minutes of meetings
- Dealing with general enquiries from parents, external organisations and supporters received by telephone, email and face to face
- To manage the input of information held on the Bromcom and other monitoring systems to ensure that it is accurate and complies with any legal or data protection policies
- To support the work of the daily drop-in sessions by maintaining accurate records; receiving referrals from external organisations
- To operate and maintain (electronic and hard copies) an effective system for filing of all documents, ensuring that all legal data record requirements are maintained
- Be responsible for managing and maintaining the provision maps/one page profiles of students across the Academy
- Maintaining the provision of a number of pupils including; meeting with parents, conducting annual reviews, maintaining section F and hosting teacher meetings around the needs of the child.
- Mentoring new LSAs when they join the academy providing them with support and guidance in relation to their job role.
- To organise and manage the Specialist Provision at the Academy. This includes liaising with the Specialist Provision team, referrals to the service and communicating with staff, parents and pupils about the provision.
- To provide staff training around specific students and areas of need. This will be delivered on inset days, staff CPD hours and during the day to day running of the Academy.

- To meet and greet all visitors to the SEN provision with a friendly and professional approach.

### **Management Information**

- To generate SEND information from our school database and other monitoring systems
- To support the production of the Annual Reviews, PEPs, and other statutory paperwork requested by external agencies.

### **Other**

- To work within the policies and procedures of Leigh Academy Minster applying consistent principles of diversity and equal opportunities throughout the work of the school
- Attend training as appropriate
- To undertake any other duties as may reasonably be required.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education](#) document (Department of Education).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

## Person Specification

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| <b>CRITERIA</b>                        | <b><i>Essential</i></b>  | <b><i>Desirable</i></b>  |
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| <b>Qualifications &amp; Experience</b> | Experience of working within a busy office environment   | Graduate (or equivalent qualifications)  |
| <b>Knowledge and understanding</b>     | Ability to understand and implement policies, procedures and legal requirements relating to the supporting of SEND and SENCo<br>Knowledge and understanding of safeguarding  | Knowledge and understanding of issues affecting Children Looked After and SEND students<br>Commitment and understanding of equal opportunities<br>Knowledge and understanding of the public sector |
| <b>Skills</b>                          | The ability to communicate effectively with professionals, parents, staff<br>The ability to produce high-quality letters, reports, presentations and documents<br>Extensive IT skills including the use of Microsoft Word, Excel<br>The ability to generate statistical information from our monitoring and evaluation systems/procedures<br>Excellent literacy and numeracy<br>Support SENCo in the preparation and monitoring of budgets<br>An ability to deliver to given timelines and target<br>To use initiative and adopt a creative approach to problem-solving<br>The ability to work flexibly, prioritise, multi-task and work well under pressure<br>The ability to work effectively without supervision where appropriate<br>Aptitude and desire to work collaboratively and flexibly, supporting others<br>A methodical and accurate approach to work |  |