

Five Acre Wood

Pupil Placement Administrator (maternity cover)

Hours: 37 hours per week – term time only

Reports to: Pupil Placement Strategic Manager

Pay grade: KR 3

Job Description:

Purpose of Job:

To provide support to ensure that an efficient and sensitive service is provided to Five Acre Wood pupils and young people, their parents/carers and other relevant parties involved in their care and education.

Principal Accountabilities:

- Work closely with the Pupil Placement Strategic Manager regarding pupil admissions.
- Ensure that all responses to formal consultation approaches are sent within the expected 15 day timescale, under the direction of the Pupil Placement Strategic Manager and that all email communications are stored for access in the future as necessary.
- Maintain a spreadsheet to record information from all consultation approaches received and to detail key information to assist with report writing; maintaining accurate records.
- Assist as required with the sending of responses where requests for possible placements are made within stated timescales for the phased transition process, under the direction of the Pupil Placement Strategic Manager.
- Assist with the collection and collation of information for SEND Tribunal appeals, as required under the direction of the Pupil Placement Strategic Manager liaising with appropriate school staff as appropriate.
- Ensure that evidence responses for SEND Tribunal appeals are sent to KCC and other LA's as appropriate within stated timescales wherever possible.
- Follow up the progress of SEND Tribunal appeal cases as required with KCC and other LA's as appropriate under the direction of the Pupil Placement Strategic Manager to ensure that there is an understanding of the current position at all times.
- Collate information (all paperwork including reports, emails, notes etc) under the direction of the Pupil Placement Strategic Manager when Freedom of Information Requests (FOIR) and Data Subject Access Requests (DSAR) are received.
- Ensure that all information gathered for Freedom of Information Requests (FOIR) and Data Subject Access Requests (DSAR) is made available as requested to comply with expected timescales.
- Assist with the collation of any requested information made for reports and documentation from Solicitors, Social Workers, Respite providers etc liaising as required with the Pupil Placement Strategic Manager.
- Assist with the running of reports and help to analyse data to identify trends/patterns, as required.

Safeguarding and promoting the welfare of the child

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.

- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

Administration / other - Prepare and keep clean materials and undertake minor clerical duties.

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

Health & safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS /TRAINING	<ul style="list-style-type: none"> • A-C GCSE or equivalent in English 	
EXPERIENCE		<ul style="list-style-type: none"> • An understanding of special educational needs
KNOWLEDGE		<ul style="list-style-type: none"> • An understanding of Safeguarding
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Good communications skills • Excellent PC skills • Ability to manage differing priorities on a daily basis • Highly confidential in all aspects of the role • Professional in representing the school both internally and externally 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Organised • Being discrete, professional, respectful and friendly • Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations • Ability to work successfully as part of a team • Confidentiality • Being committed to the school's policies and ethos • Being committed to continuing professional development 	
EFFORT/ENVIRONMENT	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline • To assist with ensuring Safeguarding policies and protocols are correctly followed 	

Acknowledgement of Receipt of Job Description

- I have received a copy of the job description for Pupil Placement Administrator (maternity cover) and have read and understand the duties and responsibilities.
- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: _____

Signature: _____

Date: _____