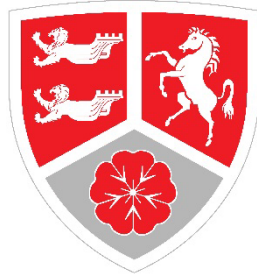


**The Charles Dickens School
Job Description**



Name:

Job Description: SENCo Administrative Assistant

Grade: BCAT 5

Employed for: 15 hours per week, term time only + 2 SDD

Hours: 8:00am – 4:00pm

Professional Relationships:

Responsible to: SENCO (Officer Manager during holiday periods)

Responsible for:

Purpose: To assist in the support and integration of students with special educational needs & disabilities so that they are able to fulfil their potential and to assist the SENCO in administrative tasks and maintain strategy systems within the SEN Dept.
To provide administrative support to the main office / teachers.
Assist with general admin, reception, filing and hospitality.

Safeguarding

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to Safeguard all students at all levels across the school community. **It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

Policy and Procedure

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

Training

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- Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant your role and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

Person Specification

SENCo Assistant should have:

- Good numeracy and literacy skills (GCSE English and Maths or equivalent).
- Excellent communication skills
- Excellent ICT skills. Word, Excel, E-mail, Internet
- High level of professionalism and can maintain confidentiality
- Knowledge of policies and procedures relating to child protection, health, safety, SEND, equal opportunities
- Very good interpersonal skills
- Work under pressure
- Meet Deadlines
- Organised
- Take initiative
- Flexible

Desirable

- Experience of working in a school
- Experience in administrative/SEND work

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- Accurate, fast and efficient typist

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Accountabilities	Indicative tasks/actions
<p>Support the school and the SENCO so that all interested parties are aware of developments and progress of students with SEND. Develop and maintain systems for monitoring students with SEND, medical, EAL and ensure administrative tasks are carried out efficiently and effectively</p>	<p>Liaise with SENCO to support SEN interventions, including monitoring on Provision Map and supporting the application for HNF.</p> <p>Collect assessment data for EHCP and SEN support students. Overseeing and organising records/files within the department. Manage these records and report information to relevant staff, parents and external agencies.</p> <p>Maintaining the Provision Map, SEN register.</p> <p>Being the first point of contact with parents/carers/external agencies, including arranging any assessments/meeting requirements.</p> <p>Arranging Dyslexic assessments with an external agency for students. Organising any follow up tasks following the report and communicating with all relevant parties as required.</p> <p>Communication with parents via email, phone and letter</p> <p>Support the SENCO in organising any SEN training needs for staff</p> <p>Managing the SEN learning area, all equipment. SEN Sharepoint and room bookings, including supporting information sharing.</p> <p>Carry out risk assessments with School Medical Officer and Senior Deputy Headteacher.</p> <p>Managing data and producing other standard reports as required.</p> <p>Supporting effective administration of the SEN department budget and ordering resources including photocopying, storage and recording of stock</p> <p>Word processing including taking and distributing minutes from meetings, completing all pre and post AR/EHCP paperwork.</p> <p>Liaise with specialist teaching services</p>

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	Attend in-service training.
Carry out general admin support for teaching staff and main office.	Prepare and issue letters Student Filing Ordering stationery & equipment Photocopying Assist in incoming/outgoing mail Maintenance of franking machine Archiving/shredding Updating Bromcom Assist HT's PA & other Administrators when required
Additional Duties	<ul style="list-style-type: none"> • Help with the fire drills and evacuation task • To participate in the school appraisal system for support staff • Take responsibility for organisational and administrative tasks related to your work and carry out tasks efficiently and within deadlines set • To contribute to the overall ethos/work/aims of school • Understand and comply with the policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.
Work as part of a professional team in a manner that enhances the ethos of the school	<ul style="list-style-type: none"> • Promote positive values • Suggest ways of improving systems and procedures • Seek help and take advice • Seek opportunities for development

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher and Headteacher

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Head / Headteacher

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Signed: Date: