



## STONE LODGE SCHOOL

### Job Description

Job Title:	<b>SEND &amp; Inclusion Administrator</b>
Salary:	<b>Grade 5: £25,900 - £28,613 pa depending on experience (Actual salary £22,277- £24,610)</b>
Hours:	<b>37 hours per week Term Time plus 5 additional days pa (39 weeks pa)</b>
Responsible to:	<b>SENCo</b>

### Overall Job Purpose:

The SEND and Inclusion Administrator will be responsible for providing professional, confidential and administrative service to the Assistant Head, Inclusion, the SENCo and the Assistant SENCo.

### Main Duties and Responsibilities:

This list of duties and responsibilities is not exhaustive and may be amended from time to time, in consultation with the postholder, and in line with the changing needs of the school. The SEND and Inclusion Administrator will support the SEND team with administration including:

- Supporting the Assistant Head, Inclusion, the SENCo and Assistant SENCo in communications with students, parents and external agencies as required.
- Developing and managing the SEND filing system (including emails, records of telephone conversations), archiving retrieval and disposing of SEND information as appropriate.
- Administering Learning Support Events, e.g., Open Evening and Review Evenings.
- Providing a first point of contact for students, staff, parents and external agencies. Receiving visitors, speakers and prospective students and showing visitors around.
- Using Arbor, EduKey etc. to track and evaluate data, liaising with the Assistant SENCo, tutors and parents. Identify patterns to inform appropriate action.
- Arranging & minuting meetings as required.
- Processing EHCP applications and referrals to deadline.
- Supporting in the implementation of the Raising Achievement programme, including monitoring attendance at subject intervention sessions.
- Liaising with the Examinations Officer regarding the organisation of examinations and dissemination of examination entry information for SEND learners.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful candidate.*





- Creating and maintaining material for the SEND Information Report, Academy Development Plan, and Ofsted etc.

### **General:**

- Carry out all duties in accordance with due regard to the school policies such as Child Protection, Health and Safety, Equal Opportunities and Data Protection.
- Carry out other tasks as reasonably requested by the Senior Leadership Team.

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### Person Specification:

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"><li>GCSE (or equivalent) Grade C/4 or above in English and Maths.</li></ul>	<ul style="list-style-type: none"><li>Prior or current experience working with children in a professional capacity.</li></ul>
Knowledge, skills and experience	<ul style="list-style-type: none"><li>Strong IT skills including experience of school MIS systems.</li><li>Confident, assertive, and able to thrive in a challenging environment.</li><li>Emotionally intelligent and be able to employ a range of tactics to manage behaviour.</li><li>Resilient.</li><li>Ability to maintain strong boundaries and create a productive working environment.</li><li>Ability to identify potential Child Protection and/or Safeguarding issues and follow the school's policies.</li><li>A strong commitment to inclusion.</li><li>Good record keeping and administrative skills.</li></ul>	<ul style="list-style-type: none"><li>Previous experience supporting students with SEN.</li></ul>
Special aptitudes	<ul style="list-style-type: none"><li>Possess an understanding of how children and young people develop and learn.</li><li>To be able to relate well to students, understanding their needs and being able to respond accordingly.</li><li>Possess tact and sensitivity when dealing with students, parents and staff.</li></ul>	

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