



Wentworth

Primary School

Headteacher: Mr L. Pollock BA, (Hons) NPQH
Deputy Headteacher: Miss E Cooper BSc, PGCE

SEND Administration Assistant

Grade: Kent Range KSB

Responsible to: SENCo

Job Purpose

To assist in managing the provision for pupils identified as SEND.

Main Responsibilities

To assist the SENCo in leading the provision for SEND within the school.

Provide administrative and organisational support to the SENCo including preparing documentation, drafting correspondence and record keeping.

Key duties and responsibilities:

1. Provide administrative and organisational support to the SENCo including preparing documentation, drafting correspondence and record keeping.
2. To maintain and update pupil records relating to medical, welfare and SEND needs; sharing information with colleagues as appropriate
3. Under the direction of the SENCo, maintain and update medical care plans / Pupil Progress records / IEPs/dietary records and other intervention plans
4. Engage with medical professionals to undertake training in medical areas relevant to the needs of SEND pupils in school e.g. diabetes, epilepsy.
5. To manage appropriate resources for SEND provision and support the management and implementation of an inclusive curriculum with the context of the School aims and policies.
6. Under the direction of the SENCo, collate and prepare information relating to assessments, statements and referrals to other agencies.
7. Provide administration support for high needs funding applications.

8. When required, to attend meetings, prepare and process paperwork and any outside agencies.
9. Liaise with outside agencies and professionals to ensure that SEND support is met effectively.
10. Liaise with and inform parents/carers re their child's SEND provision, under the direction of the SENCo.
11. Support meetings, communicate information to staff and other parties.
12. Maintain and be aware at all times of the SEND register and SEND support plans.
13. Undertake training and other learning activities required to ensure continuing professional development.
14. Ensure detailed records are kept and stored and comply with GDPR legislation.
15. Be able to take on other roles in a busy school as required by the Headteacher commensurate with the level of responsibility for this role.

This job description is non-exhaustive and is subject to regular review with the post holder and amended in line with the needs of the school.

All members of staff are expected, at all times, to display a commitment to the school's safeguarding practices and report any concerns to the Head teacher.

All members of staff are expected to adhere to the school's data protection practices and be aware of GDPR legislation at all times.

Person Specification: SEND Administration Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	NVQ Level 2/3
EXPERIENCE	Proven administration experience
SKILLS AND ABILITIES	Ability to work in an organised and methodical manner and maintain accurate records Demonstrate excellent organisational and communication skills. Use of good ICT skills with the ability to use MS packages, SIMS.net and other software packages (training will be provided) Ability to convey information clearly and accurately orally and in writing to a range of people Ability to take personal responsibility for organising day to day workload Ability to work effectively and supportively as a member of the school team Able to deal calmly, tactfully and effectively a range of people Ability to show sensitivity and objectivity in dealing with confidential issues
KNOWLEDGE	Demonstrate a basic understanding of the work of a school Demonstrate an understanding of SEND, medical and welfare issues in a school setting Knowledge of a range of computer applications – including work Word / Excel / Powerpoint / Sims Demonstrate an understanding of confidentiality and child protection issues in a school setting

Signature of Post holder:

Date: / /

Signature of Headteacher:



Date: