

Job Description: SEN Administrator Maternity Cover (9 Months) NJC 3 point 5 - 7 £25,872 - £26,720 20 hours per week TTO plus training days (prorated £11,962 - £12,354)

Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Orion Education is fully committed to equality and to valuing diversity as an employer and a provider of education.

Summary of the role:	<p>To improve outcomes, transform lives and enable social mobility.</p> <ul style="list-style-type: none"> • To live the vision and values • To assist and provide full administrative support to the Assistant Principal Inclusion in managing the provision of special educational needs and learning support. • To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth.
Line Management responsibility for:	N/A
Main duties and responsibilities:	<ul style="list-style-type: none"> • To assist the Assistant Principal Inclusion by providing administrative support in leading provision for SEND students. • Support the Assistant Principal Inclusion in ensuring a robust process of identifying students for the SEN Register.

	<ul style="list-style-type: none"> • To provide administrative support in monitoring, renewing, parental updates and writing of EHC plans and Appendix 2's. • To overview and quality assure provision maps and record keeping. • Ensure the SEN Register is up to date and staff are kept informed of student needs. • Support the monitoring of the effectiveness of individual education plans. • To liaise with relevant outside agencies to ensure that individual pupil SEND needs are met effectively and that the statutory provisions of EHCP students are met. • Ensuring that staff are kept informed of pupil's SEND needs and advise on areas to develop and support. • Provide administrative support at meetings of SEN staff, communicate information to staff and co-ordinate resulting action. • To work with the Assistant Principal for Inclusion and SEND to promote an inclusive curriculum. • To liaise with and inform parents/carers about the specifics of the SEN provision for their child under the direction of the Assistant Principal for Inclusion and SEND . • Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility.
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Person Specification

Area	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	Application Certification Interview References

Area	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Minimum of 2 years in a similar role. • Good level of education to at least GSCE standard or equivalent. 	<ul style="list-style-type: none"> • Relevant CPD 	Application Certification
Skills, knowledge and experience	<ul style="list-style-type: none"> • Experience working in an educational setting. • Good understanding of MS Office. • Experience in a range of Management Information Systems, particularly Arbor. • Well-developed organisational skills. • Good communication skills (written, verbal, face-to-face, telephone). • Planning, prioritising and managing own workload in an environment of conflicting demands. 	<ul style="list-style-type: none"> • Previous experience of working with young people with specific learning difficulties/SEND 	Application Interview References

Area	Essential	Desirable	Method of assessment
Character	<ul style="list-style-type: none"> • Well-developed organisational skills, • Resilience and 'can do' attitude, • Able to build effective and positive working relationships, • Able to work calmly under pressure, • Good communication skills (written, verbal, face-to-face, telephone), • Planning, prioritising and managing own workload in an environment of conflicting demands. 		Application Interview References