

JOB DESCRIPTION

Job Title:	SEN Administration Assistant
School:	Northdown Primary School
Location:	Tenterden Way, Margate, Kent , CT9 3RE
Reporting To:	Inclusion Manager
Key Internal Relationships:	Headteacher, SLT, Teaching and Support Staff, Trust HQ, other TKAT schools

Our Commitment

Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element on application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

Job Purpose

To provide high-level administrative and operational support to the Inclusion Manager. You will play a vital role in ensuring that the school's SEND provision is organised, compliant, and impactful, acting as a key link between the school, external agencies, and families.

The SEN Administration Assistant will:

- Assisting in the monitoring of pupil progress and identifying gaps in provision.
- Ensuring all SEND files (digital and physical) meet statutory requirements.
- Coordinating the distribution and tracking of specialised learning equipment across the school.

- Managing the inclusion calendar, ensuring statutory deadlines, annual reviews and assessments are met.
- Be responsible for ensuring equality of opportunity for all.
- Take responsibility for promoting and safeguarding the welfare of children within the school and trust.
- Work inline with the school ethos and the trusts' vision.

Duties and Responsibilities

Administration/Data Compliance

- Regularly update and maintain the Arbor MIS to ensure SEND records (including status, primary need, and provisions) are an accurate and "live" reflection of the school's needs.
- Meet with parents to create and update Personal Emergency Evacuation Plans (PEEPs) and Individual Health Care Plans, ensuring staff are informed of medical or safety requirements.
- Gather necessary data, attainment records, and teacher feedback to prepare for PEP (Personal Education Plan) meetings for Children in Care.
- Manage and organise completed forms from parents.
- Provide administrative support to staff as needed.

Referrals & Funding

- Gather robust evidence, including classroom observations and parent/teacher checklists, for referrals to outside agencies (e.g., Pediatricians, CAMHS)
- Work with the Inclusion Manager to compile comprehensive evidence folders for Education, Health and Care Plan (EHCP) applications.
- Support the drafting and submission of applications for Community of Schools (CoS) funding and other external funding pots to secure additional resources for high-needs pupils.

Liaison & Parental Engagement

- Meet with parents to capture their perspectives ("Parent Voice") and collaborate on the creation of new Pupil Plans.
- Act as a point of contact for parents to discuss ongoing concerns regarding SEND or to explain the referral process.
- Liaise with the STLS (Specialist Teaching and Learning Services) and other external professionals to book visits, prepare necessary paperwork, and attend meetings as a representative of the Inclusion team.
- Coordinate with teachers and parents to complete and monitor Reduced Hours Provision paperwork, ensuring all legal notifications are sent to the Local Authority.

Pupil Planning & Review

- Assist in the facilitation of In-School Reviews to set up, monitor, and update Pupil Plans, ensuring targets are SMART and reviewed termly.

Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Be alert when persistent absence becomes a safeguarding concern and early help may be required.
- Promote the safeguarding of all pupils in the school.

Other areas of responsibilities

All employees are expected to:

- Actively promote and follow School and TKAT policies and procedures.
- Uphold, support and demonstrate the TKAT vision, purpose and values.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Front Office Administrator will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Assessed By
Qualifications, Training and CPD:		
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths.	E	Application
First Aid training or willingness to complete it.	E	Application
Experience:		

A strong understanding of the SEND Code of Practice and the graduated approach (Assess, Plan, Do, Review).	D	Application & Interview
Previous experience using Arbor MIS (or a similar system like SIMS) to manage student data and interventions desirable.	D	Application & Interview
Experience working in a school setting, ideally directly supporting students with additional needs or working within an administrative capacity for a SENCO.	D	Application & Interview
Experience of carrying out administrative tasks.	E	Application & Interview
Dealing with face-to-face and telephone interactions.	E	Application & Interview
Familiarity with the local authority's pathways for ASD/ADHD referrals and EHCP applications.	D	Application & Interview
Working and collaborating within a team.	E	Application & Interview
Knowledge, Skills and Attributes:		
Ability to draft professional reports, funding bids, and formal correspondence to external agencies.	E	Application & Interview
Ability to analyse student progress data and translate it into clear evidence for funding or referrals.	E	Application & Interview
A proven track record of meeting strict statutory deadlines and managing complex calendars.	E	Application & Interview
Ability to support parents who may be under significant stress or in the early stages of navigating their child's diagnosis.	E	Application & Interview
Precision in record-keeping, ensuring that Health Care Plans and PEEPs are accurate to the letter to ensure student safety.	E	Application & Interview
A "team player" attitude, willing to work flexibly alongside the Inclusion Manager to meet the changing needs of the school.	E	Application & Interview
Excellent listening skills.	E	Application & Interview
Effective written and verbal communication skills.	E	Application & Interview

Ability to respond quickly and effectively to issues that arise.	E	Application & Interview
Ability to plan, organise and prioritise to meet deadlines.	E	Application & Interview
Ability to use your own initiative and take action accordingly.	E	Application & Interview
Ability to create good relationships with children, staff, parents and external agencies.	E	Application & Interview
Excellent attention to detail.	E	Application & Interview
Good time management skills, proactive and self-motivated.	E	Application & Interview
Commitment to upholding and promoting the ethos and values of the school.	E	Application & Interview
Ability to work under pressure and prioritise effectively.	E	Application & Interview
Understanding of data protection and confidentiality.	E	Application & Interview
Understanding of safeguarding.	E	Application & Interview
Committed to safeguarding, equality, diversity and inclusion.	E	Application & Interview
Ability to use IT packages including word processing and Google suite.	E	Application & Interview