

## JOB DESCRIPTION

**JOB TITLE:** SEN/Admin Assistant

**Responsible to:** SENCO

### **Main purpose:**

The core purpose of the SEN/Admin Assistant is to provide comprehensive administrative and operational support to the SENCO and the wider college.

### **Duties and responsibilities**

#### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and follow college policies Child Protection & Safeguarding Policy and Adult Protection Policy
- Promote the safeguarding of all learners in the College
- Follow college policies and the staff code of behaviour.

#### **SEND duties**

- Scheduling of all provision plans and EHCP Annual reviews
- Ensuring that accurate and detailed records are kept and stored of meetings and discussions with parents and outside agencies for GDPR compliance. Preparing paperwork for reviews
- Organise and represent college in EHCP Annual Review meetings
- Monitoring/tracking Annual Review schedule
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child/young adult under the direction of the SENCO
- Liaising with local authorities to ensure we have current/up to date EHCP's
- Tracking and monitoring Intervention programmes/Schedules
- Maintaining good quality of college documentation pertaining to the Learning support needs of all Learners. Ensuring current SEND data is on MIS (Databridge) for each Learner
- Assisting the SENCO with administrative tasks e.g. the writing of SEN paperwork

- Support curriculum areas in ensuring accurate record keeping and data for Learners e.g. SMART Targets
- Administrative tracking of Learner Destination data
- Attend meetings as directed by the SENCO
- Supporting learners with SEMH needs in the Learner Support Hub, when required
- Supporting SENCO with Learner Access Arrangements administrative tasks.

### **ADMIN Duties**

- Provide cover on Reception as and when required or one day a week and as required.
- Complete any admin tasks as directed by Principal
- To be a representative for the College when meeting parents and other visitors and to act as first point of contact
- Providing a warm welcome to all. Dealing with telephone and face-to-face enquiries in an efficient and professional manner
- Ensuring that all messages are dealt with in a timely and accurate fashion and where relevant, relayed to colleagues promptly
- Meeting and greeting visitors, carrying out ID checks and providing safeguarding and fire safety information
- To maintain the security and safeguarding of the college by controlling access and ensuring the completion of relevant procedures i.e., signing in of staff and visitors and the issuing of identification badges
- Providing hospitality for visitors
- Providing information and support to other staff members as required
- Ensure that all information is treated confidentially and to always have absolute discretion, complying with the college's data protection procedures
- All other reasonable duties as directed by the Principal and the SENCO.

### **Working with staff, parents/carers and professionals**

- Communicate effectively with other staff members and learners and with parents and carers
- Communicate knowledge and understanding of Learners to other college staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Collaborate and work with colleagues and other relevant professionals within and beyond the college
- Develop effective professional relationships with colleagues.

### **Wellbeing**

- Support a culture of wellbeing and safety by acting as trusted role models and undertaking keyworker responsibilities

- Work collaboratively with colleagues to identify learners needs and promote positive mental health.

### **Professional development**

- Engage in ongoing professional development to maintain and enhance skills, knowledge, and practice
- Participate in mandatory training, including safeguarding, health and safety, and any role-specific requirements.

### **Other areas of responsibility**

Please note, this is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by the principal, SLT or line manager.

This job description may be amended at any time in consultation with the postholder.

Signed by Principal

Dated

Signed by Postholder

Dated