

Job Description

Job Title:	SEN Administrator
Grade:	
School / Department:	Valley Park School
Hours:	37 hours per week, term time only 190 days
Reports to:	SENCO
Accountable to:	Headteacher

1. Job Summary

To provide and maintain comprehensive administrative support to the SEN processes and systems- updating data on the systems and taking responsibility for setting up meetings as needed. This will include the following key tasks-

SEN Information

1. Closely monitor and update information on SIMS, using the regularly reviewed SEN Registers, to ensure that the information on SIMS is up to date and accurate with new diagnoses, needs and SEN levels.
2. Update new information as received from the Foundation Learning team to ensure that the Class Profile (User Defined) areas and the SEN information is correct.
3. Review Record of Outcome and Provision Plan information to update 3x yearly Provision Maps to provide an overview of the provision available and which students are accessing it.
4. Update SIMS with intervention information.
5. Keep other school-based systems for sharing information with staff up to date and accessible for all staff.

Annual Reviews (for students with EHCPs)

1. Keep track of the dates for Annual Review meetings for all students with EHCP's.
2. Set dates for annual review meetings, liaising with parents and LA representatives and other professionals as required.
3. Send out and collate feedback requests from teachers to inform the Annual Review meeting.
4. Prepare the basic student information on the Annual Review form and share with SENCO for them to update the detailed SEN information.
5. Distribute annual review report papers to all parties following meeting.
6. Ensure that the Annual Review documents are updated on SIMS and shared with staff as appropriate.

Record of Outcome reviews (for students at SEN Support)

1. Arrange appointments for Record of Outcome meetings- invite parents and send confirmation of appointment times.

2. Update the Record of Outcome googleforms and send out links to teachers requesting their feedback for the meetings.
3. Provide summaries of the feedback for the Foundation Learning team to inform their meetings.
4. Send copies of the completed forms to parents and ensure that Record of Outcome forms are updated on SIMS and shared with staff.
5. Keep the SEN target and provision setting tracker up to date to ensure that forms have been completed and sent to parents.

Referrals to outside agencies

1. Collate and prepare paperwork as required by the SENCO and Head of Foundation Learning Department prior to submission to outside agencies.

Communication with parents

1. Contact and book appointments for review meetings with parents.
2. Liaise with parents about information required from the Foundation Learning Department for outside assessments.
3. Signpost parents to where to get additional information as needed.

General Office Duties

1. Maintain SEN files (electronic and hard copy as needed).
2. Liaise with the Foundation Learning Department team regarding visiting professionals.
3. Collate information on students as requested by the SENCO or Head of Foundation Learning Department
4. Prepare reports as needed.

Support for the school

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
2. To contribute to overall ethos, work and mission statement of the school.
3. To undertake broadly similar duties commensurate with the level of the post as required by the Head of School.
4. Participate in the school's appraisal process.

2. Key Working Relationships

- Headteacher
- Head of Foundation Learning Department
- SENCOs
- Foundation Learning Teachers
- Learning Mentors

3. Safeguarding

- 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.

4. Equality and Diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

5. Representing the Trust

- To act as ambassador for the Trust, ensuring that the needs and views of the Trust are fairly represented in external (including national and sector) forums and that opportunities are taken to enhance the reputation of the Trust and realise business development opportunities.

6. Statement

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

**Person Specification
SEN Administrator**

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good standard of education (5 x GCSE's – Mathematics, English C or above) 	<ul style="list-style-type: none"> • Education to A Level standard
Experience	<ul style="list-style-type: none"> • SIMS within an educational setting • Use of computerised information management system • Data collection, management and statistical analysis • Working in a busy office environment • Working collaboratively as part of a team 	<ul style="list-style-type: none"> • Experience of SEN processes and systems.
Knowledge	<ul style="list-style-type: none"> • Awareness of and enthusiasm for VIAT education standards. • Knowledge and awareness of current customer service principles and practice. 	<ul style="list-style-type: none"> • Basic knowledge of SEN and SEN processes and systems.
Skills	<ul style="list-style-type: none"> • Excellent analytical skills • Excellent verbal communication skills • Excellent written communication skills • Excellent planning and organisation skills - with absolute attention to detail • Ability to prioritise and multi task • Good level of IT skills including Outlook and MS Office 	
Attributes	<ul style="list-style-type: none"> • Flexibility, initiative and the ability to maintain a positive approach whilst working under pressure. • A warm and welcoming manner. • The ability to manage self & time well. • A positive approach to self-improvement. • Ability to give advice and instruction in a helpful and professional manner. 	