

JOB DESCRIPTION - THE FARNBOROUGH ACADEMY

JOB TITLE: SEND Administrator

GRADE: Grade 3 points 14-18

RESPONSIBLE TO: SENCO

HOURS: 37 hours per week. 8am – 4pm Term time only

PURPOSE OF THE JOB

Support learning

- Be responsible for the delivery of an efficient and effective administration support for the Learning Support team at The Farnborough Academy,
- Carry out general administration and filing as and when requested.

MAIN DUTIES AND RESPONSIBILITIES

- To respond to initial contact from families and outside agencies, signposting calls as appropriate.
- To communicate effectively with parents, carers and other professionals (all staff and outside agencies) in relation to SEND.
- Carry out all related administrative duties as directed by the SENCO, including taking minutes at meetings, updating pupil files, providing visual timetables and updating all records as necessary.
- Maintain an up to date register of pupils who have SEND or monitored through School Watch.
- Input data to enable effective tracking of progress.
- Support with the transition of mid-term admissions and the new intake in September.
- To support the SENCO in co-ordination of the relevant paperwork for access arrangements.
- To support the SENCO with Higher Learning Needs (HLN) funding applications and applications for Education and Health Care Plans (EHCP).
- To ensure cover for teaching assistants is in place in case of staff absence.

OTHER REQUIREMENTS

Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information is retained, including confidentiality linking to the safeguarding policy.

To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities and, where appropriate.

Undertaking any other duties, which may be reasonably regarded as within the nature and the responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

To have an up-to-date Enhanced DBS Disclosure.

SAFEGUARDING

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School/Nursery is promoted and safeguarded and to report any child protection concerns to the Designated Child Protection Officer using safeguarding policies, procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection

PERSON SPECIFICATION – SEND Administrator

Added a couple of things to this

Category	Essential	Desirable
<u>Education and Training</u>		
GCSE Maths and English (grade C or above)	✓	
Microsoft Office - Word and EXCEL	✓	
<u>Disposition</u>		
Energy and drive to support students and raise their aspirations	✓	
Friendly and approachable but firm manner	✓	
Willingness to facilitate help for students when difficulties arise	✓	
Smart appearance	✓	
<u>Skills</u>		
Ability to work as part of a team	✓	
Ability to prioritise and organise own workload	✓	
Excellent communication skills at all levels and in all circumstances	✓	
Ability to take minutes in meetings	✓	
<u>Knowledge</u>		
Knowledge of databases and management information systems - i.e. SIMS		✓
Knowledge of the current SEND Code of Practice	✓	
<u>Additional requirements</u>		
An expectation within our school that all staff take responsibility for safeguarding and promoting the welfare of children and young people. This post is therefore subject to an enhanced DBS Check.	✓	
Understanding and commitment Equal Opportunities policies and acceptance of responsibility for practical application	✓	