

JOB DESCRIPTION

Job title	Special Educational Needs (SEN) Administrative Assistant
Hours	Part-time, 10 hours per week, term time plus 2 Inset Days
Salary	Pay scale BJ-I 6-14 - (pro-rata) including London Weighting.
Contract	Permanent
Pension	Eligible for the Local Government Pension Scheme
Accountable to	The post holder will be accountable to the Headteacher and be line managed by, and responsible to, Special Educational Needs Co-ordinator (SENDCo)
KEY FUNCTIONS OF THE ROLE	
Specific Responsibilities	• To manage the administrative process for all Education Health and Care Plans, for example, booking meetings, informing parents, liaising with Local Authorities collating reports and information prior to Annual Reviews and the production of minutes and reports • Populate annual review documentation with all relevant data/information, create pre and post meeting reports. • Undertake general administrative duties, including word processing and other ICT based tasks. • To manage general parent, staff and other agency enquiries to the SEN Department. • To manage the SENDCo diary to ensure smooth running of the department • To maintain a record of action points arising from annual reviews, ensure they are addressed and inform all relevant parties of outcomes. • To communicate all new targets set up within annual reviews, to students, teaching and support staff. • To maintain costed provision mapping and expenditure records • Inform parents and staff of planned interventions and disseminate subsequent reports to staff and parents. • To assist in keeping records of and tracking of all activities within the department. • Update SEN information display boards within SEN offices. • Maintain confidentiality at all times. • To carry out additional tasks requested by Headteacher/Special Educational Needs Co-ordinator (SENDCo). • Such other duties as may from time to time be necessary, compatible with the nature of the post.
General Responsibilities	• To help maintain the aims of the school • To attend meetings for non-teaching staff as and when required, plus in-service training as appropriate • To encourage a stimulating, secure, safe, orderly and attractive environment • To actively support the school in a public forum within the guidelines of the Code of Practice, Every Child Matters and Disability Discrimination Acts of 2001 and 2005, to support students with special educational needs without discrimination • To ensure the implementation of school and departmental policies and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to the appropriate person. • To maintain practices which lead to the highest possible standards

PERSON SPECIFICATION

Attributes	Essential	Desirable
Education and Qualifications	A*- C English and Maths or equivalent (Certificates required at interview)	- Emergency at Work First Aid - Relevant Childcare/Support assistant qualification
Knowledge and understanding	- Interest/ willingness to work in a school - Willingness to learn/undertake training - Understands and will work within confidential climate	- Knowledge of working with students with additional needs - Knowledge of safeguarding procedures
Experience	- General administration. - Microsoft Office (Word / Excel/ Outlook/Teams packages)	- Experience of working in a school environment - Experience working in an SEN Team - Basic Knowledge of SIMS - Working to support children or teenagers in a learning situation
Skills and Attributes	- Excellent communication and organisational skills - Ability to work as a part of an effective team alongside young people and adults - Ability to think ahead and work independently on own initiative as necessary - Ability to prioritise tasks - Confidence to review own performance - Accuracy and attention to detail - Confidentiality	
Strategic Development	- Willingness to contribute to the strategic goals of the school - Commitment to upholding the school's aims, procedures and policies	
Teaching and Learning	Willingness to undertake job related training	Evidence of continuing professional development
Motivation and personality	- Flexible and adaptable approach to working - Positive and proactive - Willingness to learn - Sense of humour	
Other	- DBS Clearance (Enhanced) (the successful applicant will be DBS checked through school) - Sympathetic to our Church School ethos and values - Participate in training and development opportunities - Suitability to work with children - Adaptable and flexible 'Can do' approach	Sense of humour