**GLF Schools - Job Description**

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| **Job Title** | Admin Assistant to the SENCO  | **Job Reference** | DT-1020 |
| **Location** |  | **Travel Required** | N |
| **Cluster** |  |  |
| **Core purpose** |
| To assist the SENCO in leading and managing the provision of special educational needs and all aspects of their administration |
| **Key accountabilities** |
| * Assist in collating evidence and paperwork for the EHCP (Education Health Care Plan) application process
* Regularly update the student information management system (SIMS)
* Make all referrals to external agencies – e.g. Speech and language, Ed Psych
* Maintain the whole school provision map that outlines how groups of children are being supported
* Filtering whole school provision map to provide bespoke reports
* Use the data management system (OTrack) to run progress/achievement reports
* Collating ISP’s (Individual Support Plans) from staff
* Filing all SEND records
* Preparing letters to parents to notify them about upcoming meetings
* Preparing annual review paperwork and sending to class teachers ahead of the meetings
* Booking in annual review meetings with parents and arranging cover for class teachers
* Take minutes at pupil’s annual reviews
* Prepare files for transition and in year admissions
* To participate in staff development activities and, where required to contribute to any multi-disciplinary discussion of a child’s needs/progress.
* To work as part of a team to ensure that the well-being, behaviour and personal development of children enhances their learning opportunities and like skills.
* To maintain confidentiality in and outside the workplace.
* To understand and assist in interpreting school policies
* Organise and prepare transition books during the summer term
* Liaising and organising with family centre to arrange parent workshops / coffee mornings
* Daily SEND email account management – checking and responding to emails where possible
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| **Other**  |
| * All administrative and clerical duties needed to support the SENCO
* Answering enquires, typing, sending letters and reports to parents/outside agencies
* Liaising with parents, the LA and other stakeholders as necessary
* Dealing with situations of a sensitive nature
* Ensuring all Annual Review paperwork is carried out and submitted on time - attend and take minutes at Annual Reviews
* Update the SEND Register and other records
* Booking appointments
* Assist with timetabling of support
* Assisting with the ordering of all books and equipment needed for the department
* Manage up to date record keeping
* Any other duties commensurate with the role as directed by the SENCO or Headteacher.
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| **Accountability** |
| * The School SENCO
* GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
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| **Collaborative working** |
| GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.  |
| **Safeguarding** |
| GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion. |