

Administrative Support Assistant - SEN

NJC Pay Range	Band D
Responsible To:	SENDCO

Main Purpose of the Post

- To provide a high-quality administration support service to the SEND Team, collating and processing student information and data returns as necessary.
- To support the clear implementation the graduated response to SEND.

Key Areas of Responsibility

- To support the administration of the SEN team.
- To assist in the updating of relevant SEND documentation and statutory documents for students with special educational needs ensuring these are linked to the school Management Information Systems.
- To work alongside colleagues to assist with information gathering processes which inform the timely production of reports.
- To be responsible for the maintenance of key databases for SEND.
- To monitor and actively use the EHCP Hub to organise Annual Reviews and complete associated paperwork.
- To be responsible for the tracking of referrals made to external agencies and update the graduated response tracker for SEND.
- To send out and collate associated paperwork, screeners and referral forms to pastoral/SEND staff, and/or parents as part of the graduated response.
- To work alongside Lead Teaching Assistants and the core SEND Team to ensure clear systems are in place to evidence SEND provision through the graduated response.
- To work flexibly to minute internal and multi-agency meetings as required.
- To deal efficiently with enquiries from staff, students, members of the community and visitors.
- To act as first point of contact for parents, community members and external professionals, resolve enquiries where appropriate and escalate as necessary, ensuring that these are received and acted on using clear systems of communication.
- To be a point of contact for external professionals to organise appointments and meetings as appropriate.
- To monitor the SEND calendar and diaries to co-ordinate appointments.
- To support the SENDCo with administrative tasks.
- To organise own workload in line with Academy priorities.
- To contact feeder primary schools and FE providers as required to support transition processes.

Other Considerations Relevant to the Role

- To work from an identified MLT Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties. The post holder is required to ensure they have the appropriate business insurance to meet the requirements of the post.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

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Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.