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| Post Title: | **Inclusion Administrator** |
| Reporting to: | **SENCO / Social Inclusion Officer** |
| Disclosure level: | Enhanced DBS |
| Christian Ethos: | To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential. |
| Job Purpose: | To be part of a team providing Administrative support to the SEND/LAC Team.  In achieving this, a flexible approach to all areas of work is required.  Contribute to the safeguarding and promotion of welfare and personal care of children and young people with regard to the Every Child Matters agenda, Child Protection Policy and Social, Emotional Aspects of Learning. Contribute to the overall ethos/work/aims of the school. Appreciate and support the role of other professionals. Attend relevant meetings and other after school activities as required. Participate in training and other learning activities and performance development as required |
| ORGANISATION  * Autumn Term - Create new Year 7 intake files, ensuring all relevant primary documentation is available * Deal with pupil matters, in particular parents, carers and support agencies * Contribute to the planning, development and organisation of support service systems/procedures/policies that provide for pupils with SEN * Organise meetings relating to SEND/CLA pupils, e.g. HCPs, annual reviews, transition of new Year 7’s and Year 11 leavers. * To assist with the organisation of school trips/events etc. for SEN pupils   **ADMINISTRATION**   * Manage manual and computerised record/information systems * Undertake typing, word-processing, presentations and filing, in particular the management of Annual Reviews, Pupil Profiles and Additional Needs Register in accordance with timeframes and deadlines (Agreed calendar) * To generate ‘Round Robins’ in preparation for meetings with parents, outside agencies (covers whole school RR’s) * To be responsible for the correct entry of data to the MIS for SEND and CLA * To organise meetings, liaising with outside agencies, parents and the Inclusion Team for CLA/SEND. * Provide personal, administrative and organisational support to the Additional Needs staff. * Maintain the Inclusion and School Diary with relevant meetings/appointments * Complete and submit returns etc., including those to outside agencies e.g. DFE, and Children’s and Young Peoples Department (LA) * Communication with SEND parents/carers. LA, paediatricians * Submit Conners Forms, ADHD Rating Scales, SCOP Forms to the appropriate NHS departments * Recording and organising incoming post addressed to the SEND Team * Answering incoming phone calls   **AD-HOC TASKS**   * To be responsible for the maintenance of an orderly and efficient filing system which ensures all SEND records are stored appropriately   **GENERAL**   * To assist the team in any other areas of administration as required.  **ADMINISTRATION**  * Manage manual and computerised record/information systems. * Provide personal, administrative and organisational support to colleagues within the SEND team. * Undertake typing, word processing, filing and photocopying. * Maintenance of an orderly and efficient filing system which ensures all financial records are stored appropriately  **RESPONSIBILITIES**  * Be aware of and comply with procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure equal opportunities for all * Contribute to the overall ethos/work/aims of the school * Appreciate and support the role of other professionals * Attend and participate in relevant meetings as required with the Headteacher, Assistant Headteacher and SEND Team * Participate in training and other learning activities and performance development as required.  KNOWLEDGE & SKILLS  * Effective use of specialist ICT packages, including Bromcom, Excel, Microsoft Office, Google Sheets & Docs * Excellent English and Grammar skills * Full working knowledge of relevant policies/codes of practice/legislation applicable to this role * Ability to relate well to children and adults, demonstrating patience, resilience and empathy * Work constructively as part of a team, understanding school roles and responsibilities and your own position within these * Ability to self-evaluate learning needs and actively seek learning opportunities   Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a developing Academy which requires flexibility in all of its employees | |
| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees. | |

**November 2023**