

GLF Schools - Job Description for Inclusion Admin Assistant

Job Title	Inclusion Admin Assistant	Job Reference	GLF
Location	GLF Schools	Travel Required	No
Cluster			
Core purpose			
To support the SENDCo with their responsibility for the development and exceptional education of children across the school.			
Key accountabilities			
<p>?</p> <ul style="list-style-type: none"> • Support the Assistant Head for Inclusion with the operationalisation of the SEND and EAL Policies and the Pupil Premium and Equalities Statements • Complete and record standardised assessments with pupils in line with school assessment cycles or for EHCNA requests. • Maintain electronic and 'hard copy' folders for children on SEND register as per SEND policy, including logging communication with parents and ensuring database records are up to date. • Deliver timetabled targeted and specialist SEND provision e.g. nurture, reading, lunch club for groups of pupils identified by SENCO, Homes School Link Worker and Senior Leadership Team • Order resources to support Inclusion • Contact parents and external agencies regarding SEND provision, as requested by SENCO • Provide administrative and practical support for parent events e.g. SEND Parent Coffee Mornings, courses etc • Support staff use of adaptive technology e.g. Clicker, Radio Aids, Widgit • Support SENCo and class teachers in gathering evidence for EHCNA requests • Provide administrative support for Annual Reviews • Liaise with parents and relevant external agencies in health to complete Health Care Plans for pupils with medical needs e.g. School Nurses, Allergy Nurses • Support inclusion of pupils with SEND during educational visits as required • Facilitate visits by colleagues from external agencies e.g. Specialist Teaching Teams, Educational Psychologist, therapists under guidance from SENCo • Support with transitions / file transfers between schools • Provide support to DSLs e.g. logging Safeguarding 'Cause for Concern' returns as required • Support production of monthly Inclusion Newsletter e.g. Word / Publisher • Complete and return referrals to external agencies as requested by the SENCO, including gathering necessary parental consents for the sharing of information • Provide absence cover for SEND Learning Assistants as directed by the SENDCO e.g. absence cover for an EHCP child. • To adapt emotional intelligence and style when interacting with children, colleagues and parents. • To maintain confidentiality in and outside the workplace. • To promote high standards of behaviour and a good working ethos. • To adapt social skills to develop effective working relationships within the school. • To contribute to the wellbeing of children according to our policy. 			

- To participate in our cycle of professional development

Other

- Any other duties commensurate with the role as directed by SLT

Accountability

- Accountable to the SENCo / Headteacher / Head of School
- 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.

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.