

Job Description

Job Title: Inclusion Administrator

Reporting to: Inclusion Co-ordinator

Grade: 3

Overall purpose of the post:

Provide administrative support to the Inclusion Co-ordinator and Inclusion Team to support the learning of students.

Main duties and responsibilities:

- Record deployment of Teaching Assistants;
- Update and maintain the SEN Register and Vulnerable Register;
- Maintain SEN/Inclusion sections of the shared network area;
- Produce Individual One Page Profiles and their reviews, ensuring these are uploaded on to the appropriate systems;
- Liaise with the Inclusion Co-ordinator regarding administration for students and produce correspondence/documents as required;
- Undertake the administration of review meetings, including: collation of staff reports, completion of review meeting pro-formas and circulation of reports and documents;
- Collate copy and circulate reports on SEN students as advised by the Inclusion Co-ordinator;
- Attend and take notes at meetings, produce and circulate minutes as necessary;
- Make and receive telephone calls to/from parents, professional agencies, the LA, other schools and commercial organisations for routine information;
- Use administrative system to record and report on tracking of interventions and to measure their impact;
- Maintain SEN documents/policies/records;
- Liaise with staff to collect feedback and ensure timely reporting of One Page Profiles and annual and termly review documentation;
- Produce reports on cohorts of students;
- Maintain the provision and vulnerable map of all inclusion support;
- Liaise closely with the exams and assessment team to ensure that the content of the SEN/Inclusion register is accurate and entered in the agreed timeframes;
- Provide administration support for exam access arrangement processes;
- Invigilate for students with access arrangements.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents and external agency professionals.

Internal: Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.