**Job Description**

**Post Title: Inclusion Administrator**

**Location: Arnold Hill Spencer Academy**

**Salary/Pay Range: NJC 7-11 £20,596 - £22,147**

**Hours of work: Full Time (37hrs), Term Time +3wks, Permanent.**

**Reporting to: Inclusion Team**

**Purpose of Role**

To provide administrative support to the SEND team

**Nature and Scope**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

**Main Duties and Responsibilities**

**Administrative Support**

* Coordinate meetings and book rooms on AHSA site.
* Provide general clerical support to staff within the SEN faculty, including typing, photocopying, filing, answering the telephone and dealing with requests as they arise.
* Maintain stationery stocks within department.
* Manage diaries of SENDCo and Deputy and coordinate meetings with key staff.
* Support and assist students, parents, staff, colleagues and other professionals visiting the AHSA site or via phone or email.
* Ensure that all SEND documentation, requests and questionnaires are completed accurately and submitted within required deadlines, liaising with pastoral and teaching staff as required.
* Collate information, statistics and prepare reports as required by Line Manager and Principal.
* Input and extract information from school’s database systems.
* Maintain both manual and computerised records and filing systems.
* Monitor and evaluate SEND students’ progress.
* Prepare reports as required by Line Manager, Principal and the Governors.
* Manage requests for departmental purchases, prepare purchase orders and monitor deliveries.
* To be responsible for the effective management of department budget.
* Comply with and assist in the development and maintenance of all SEND policies and procedures.
* Coordinate and manage referrals to SEND team from school staff and parents.
* Manage the SEND calendar to ensure timetabled SEND events are planned for including: Parents Evenings, Open Evenings, SEN reviews, general school activities, pupil and parent voice. Correspond with staff, parents and guardians around these.
* Produce communications for distribution to parents and staff e.g. termly newsletters, bulletin updates.

**Student Support**

* Coordinate and undertake general administration regarding for the identification of all SEND pupils, ensuring data is accurately recorded.
* Coordinate testing and administration of the process for exam access arrangements.
* To attend relevant training and meetings.
* To establish and develop constructive relationships and communicate with other agencies / professionals to support the progress and achievement of students.
* To participate in and minute, as appropriate, the multi-agency meetings to support students
* To liaise between managers / teaching staff/ pastoral staff and learning support assistants.
* To liaise with feeder schools on transition arrangements for pupils with additional needs.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

**Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Essential** | | **Desirable** | |
| **Qualifications and experience** | | | | |
| Good standard of education especially with regard to literacy and numeracy skills.  GCSE Maths and English grade C or equivalent  Experience of working with children / young people  Previous experience in an educational environment  Experience of working with students  Successful completion of OTAP | | ✓  ✓  ✓ | | ✓  ✓  ✓ |
| **Knowledge and skills** | | | | |
| Ability to build and form good relationships with students, parents/carers and colleagues  Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals  Ability to work constructively as part of a team, understanding school roles and responsibilities including own  Good standard of numeracy and literacy skills  Ability to use basic ICT packages and equipment effectively  Ability to absorb and understand a wide range of information  Basic understanding of child development and learning principles  Working knowledge of behaviour management strategies  Working knowledge of national curriculum and other basic learning programmes / strategies  Working knowledge of relevant policies and procedures, and awareness of relevant legislation  Understanding of ASD, Dyslexia, Attachment, Anxiety, school refusal | | ✓  ✓  ✓  ✓  ✓  ✓ | | ✓  ✓  ✓  ✓  ✓ |
| **Personal qualities** | | | | |
| Excellent interpersonal skills with the ability to maintain strict confidentiality  Initiative and ability to prioritise own work and that of others to meet deadlines  Efficient and meticulous in organisation  Able to follow direction and work in collaboration with the leadership team  Able to work flexibly, adopt a hands-on approach and respond to unplanned situations  Ability to evaluate own development needs and those of others and to address them  Commitment to the highest standards of child protection and safeguarding  Recognition of the importance of personal responsibility for health and safety  Commitment to the Trust’s ethos, aims and whole community. |                    | |  | |