

Job Description

Main responsibilities will include:

- Work flexibly and collaboratively with all other members of the SEN Team (SENCO, Inclusion Managers, HLTAs and TAs) to ensure a coherent approach to inclusion takes place within the school.
- Administer 'special needs and additional needs' arrangements for KS3/4 pupils e.g. ensuring staff are aware of mobility problems
- Adhere to the school's rigorous procedures for recording, monitoring, analysing and acting upon a range of data
- Contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with external agencies.
- Maintain the SEN register
- Provide administrative support for EHCP Annual Reviews, including scheduling meetings, collating reports and taking minutes.
- Provide administrative support as appropriate which will include preparing EHCPs, profiles and additional reports.
- Collate individual feedback for pupils on the SEN register to prepare for reviews
- Input, retrieve and analyse information using the SIMs system.
- Provide administrative support for screening assessments and help with the supervision of these if required
- Ensure that confidentiality is observed at all times and abide by the Data Protection Act.
- Ensure the safe disposal of confidential waste.
- Prioritise your workload to ensure the completion of work to specific deadlines
- Update all Tracking Data kept in the Department as directed
- Update support timetables for students and TAs Liaise with feeder schools and other relevant bodies to gather pupil information.
- Assist the SENCo with coordinating and collating evidence for exam access arrangements
- Assist the SENCo / Inclusion Manager with the administration of exam access arrangements for internal and external exams
- Be responsible for maintaining the SEN section of SIMS and providing relevant data
- Record minutes of meetings.
- Support students in the classroom or with exams, if required.

Skills and abilities:

- Good working knowledge of Microsoft Office applications, in particular Word, Excel and Access.
- Background in Admin
- Ability to work under pressure
- Ability to work on own initiative as well as part of a team
- Ability to give attention to detail
- Ability to communicate with a wide range of people
- A working knowledge of SIMS is desirable but not essential
- Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information

- An understanding of school SEN systems and processes is desirable. A willingness to learn about school SEN systems and processes is essential.