

Job Description

Job Title: Inclusion & Consequences Administrator

Reporting to: Vice Principal, Deep Support

Grade: 3

Overall purpose of the post:

Supervise the Reflection Room on a day to day basis ensuring rules and guidelines are adhered to.

Assist with the general administration of inclusion including providing support to the Inclusion Coordinator.

Main duties and responsibilities:

- Provide administrative support as and when required to the Inclusion Coordinator;
- Provide general administration support for the inclusion department within the academy;
- Assist with updating and maintaining the SEN and Inclusion registers, records and databases;
- Produce correspondence/documents using Microsoft Office packages as required for the inclusion department;
- Supervise students in the Reflection Room on a daily basis;
- Ensure the rules and guidelines of the Reflection Room are adhered to and enforced fairly;
- Provide administrative support as and when required to the Consequences Manager;
- Liaise with parents, professional agencies, Local Authority, other schools and commercial organisations via telephone;
- Liaise with the Exams and Assessment Officer to ensure the SEN/inclusion registers hold accurate content and are entered on to the MIS system within agreed timeframes;
- Have due regard for safeguarding and promoting the welfare of children and young people and follow the child protection procedure adopted by the Trust;
- Demonstrate an active commitment to your own professional development;

Additional Responsibilities

- Dealing 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 were 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, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.