**Job Description**

**Post Title: Inclusion and Safeguarding Administrator**

**Location: George Spencer Academy**

**Salary/Pay Range: NJC07-11**

**Hours of work: Full time 37 hours per week, term time plus one week**

**Reporting to: Inclusion Leader**

**Purpose of Role**

* To provide administrative support to the Learning and Inclusion 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. Specific responsibilities include:

**Main Duties and Responsibilities**

Specific responsibilities include:

**Administrative Support**

* Co-ordinate and book rooms within the LINC building.
* Update the in-class support timetable on a daily and weekly basis.
* Liaise with the Operations Manager to ensure staff absences within the team are covered by internal or external staff.
* Deal with correspondence promptly and as required.
* Support and assist students, parents, staff, colleagues and other professionals visiting the LINC building or via phone or email.
* Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
* 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 SEN students’ progress.
* Prepare reports as required by Line Manager, Principal and the Governors.
* Be responsible for the effective management of budgets.
* Comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
* Co-ordinate provision for students who receive exam access support in liaison with the examinations officer and Assistant Principal (inclusion) for all internal and external examinations.
* Provide administration support to the well-being and safeguarding lead for the use of CPOMs.

**Student Support**

* Support students in school and public examinations and tests as required.
* Attend relevant training and meetings in relation to students.
* Support the role of parents / carers in students learning and contribute to and / or lead meetings to provide constructive feedback on student’s achievement, progress and development.
* Establish and develop constructive relationships and communicate with other agencies / professionals to support the progress and achievement of students.
* Initiate and lead, as appropriate, the development of multi-agency approaches to supporting students.
* Liaise between managers / teaching staff and learning support assistants.
* Liaise with feeder schools on transition arrangements for pupils with additional needs.
* Support with administration of IHCPs and permission to administer medicines in line with the supporting students with medical conditions policy.

**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 may be 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 * NVQ 2 for Teaching Assistants or equivalent qualification and /or experience | ✓  ✓  ✓  ✓ | ✓  ✓  ✓ |
| **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 * A diplomatic and patient approach * 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 * Inclusion and a positive, “can do” approach to learning * 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. | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |