

Name		Alec Reed Academy Job Description
Date drafted	October 2025	
Date reviewed	November 2025	
		The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA. It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.
MANAGEMENT DETAILS		
Job Title	Secondary Inclusion Administrator	
Location/work base	Central Office	
Grade		
Reporting to:	SENCo	
Line Manager	Vice Principal	
Liaison with:	SENCo Deputy SENCo Teaching Assistants Leadership Team Outside agencies Local Authority Staff (e.g. Educational Psychologist) Trustees Primary Schools	
Staff or contractors indirectly supervised		
THE MAIN PURPOSE OF THE JOB		
To provide confidential high-quality administrative and organisational support to the Inclusion team, ensuring the effective day-to-day operation of systems and processes that enable all students — particularly those with SEND, Children Looked After (CLA), and other inclusion needs — to thrive academically and personally. The postholder will play a key role in maintaining accurate records, coordinating meetings and communication to support strategic planning and the smooth delivery of inclusive provision across the Academy. This role supports a range of staff in the efficient completion of documentation to assist in the testing, assessment, referral and review of children and their needs both in school and to appropriate outside agencies. Performance Targets will be set and agreed as part of the annual cycle of Performance Management review.		

SPECIFIC DUTIES AND RESPONSIBILITIES

To be read with reference to the ARA employment contract terms and conditions, a copy of which is available from the HR department.

Secondary Inclusion Administrator – Job Description

1. Inclusion Administration

- Provide a professional administrative service, liaising with staff, students, parents, and external agencies as required.
- Maintain confidentiality and always adhere to GDPR and safeguarding protocols.
- Distribute documents including letters to stakeholders (hard or digital copies) to maintain effective communication.
- Act as a point of contact for the SEND team, welcoming visitors, speakers, and prospective students, and conducting tours as needed.
- Manage bookings for visits and appointments, send reminders, organise meetings, and take minutes when required.
- Maintain accurate and up-to-date records of SEND students on Bromcom, producing reports and statistics (e.g. leavers, retention, destinations).
- Produce SEND data for internal and external reporting, ensuring accuracy through collaboration with staff.
- Support with the completion of behaviour and SEND support plans.
- Use Bromcom to track and evaluate data, identify patterns, and liaise with key staff to inform appropriate actions.
- Manage records electronically, including emails and telephone records, ensuring appropriate archiving and disposal of information.

2. Annual Review Support

- Organise and coordinate Annual Review meetings for students with Education, Health and Care (EHC) Plans.
- Prepare and distribute all necessary documentation prior to meetings, including reports from teachers and professionals.
- Record detailed minutes of Annual Review meetings, capturing key discussions, actions, and outcomes.
- Ensure timely submission of Annual Review paperwork to the Local Authority.

3. SEN Register Maintenance

- Work with the SENCo to regularly update the SEN register to reflect changes in student needs and provision.
- Ensure the register is accurate, current, and accessible to relevant staff.
- Monitor student status on the register, maintaining consistent records of interventions, progress, and support.

4. Examinations, Assessments & Access Arrangements

- Liaise with the Examinations Officer to organise exams and disseminate entry information for SEND students.

- Prepare letters to parents regarding Access Arrangements (AA), explaining how these support their child.
- Support the completion and maintenance of documentation for Access Arrangements (e.g. Form 9s, file notes).

5. Admissions, Attendance & Transfers

- Assist with inclusion admissions, ensuring a coordinated process and readiness for start dates. Liaise with support staff and other schools as needed.
- Monitor attendance of students with additional needs.
- Facilitate smooth transitions for students transferring to other schools, ensuring timely sharing of relevant documentation.

6. Children in Care

- Act as a point of contact for the CLA students alongside the Designated Teacher supporting their integration into the Academy community.
- Maintain up-to-date and accurate records of all Children Looked after (CLA) within the Academy's systems.
- Coordinate and schedule Personal Education Plan (PEP) meetings, ensuring timely communication with all stakeholders, attendance of relevant professionals and completion of statutory documentation within required timeframes.
- Prepare and distribute PEP documentation, and ad-hoc reports on attendance, attainment, progress and meeting minutes as required.
- Track and monitor PEP completion rates, progress data, and key dates for review meetings.
- Support the Designated Teacher for CLA with administrative duties, including report preparation and data analysis.
- Liaise with Virtual School teams, social workers, carers, and other agencies to ensure information sharing and compliance with statutory duties.

6. General Duties

- Promote equality and support the educational and social inclusion of all students.
- Collaborate with teachers, teaching assistants, and other staff to meet SEND students' needs.
- Produce letters and correspondence as required.
- Assist with evening school events where inclusion is a focus.
- Contact parents by phone when necessary.
- Support the aims and ethos of the Academy as outlined in the staff handbook.
- Model positive relationships with pupils, colleagues, parents, and visitors; maintain high standards of dress, punctuality, and attendance.
- Participate in training and take responsibility for professional development.
- Engage in the Academy's staff appraisal process.
- Undertake any other duties reasonably assigned by the Principal & CEO or Line Manager