Job Description for the Post of SEN Administrator, Addington Valley Academy

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REPORTING TO:	**Assistant Principal for Safeguarding and Inclusion**
DEPARTMENT/LOCATION:	**Addington Valley Academy**
HOURS OF WORK	**36 hours per week, term time plus 3 weeks**
SALARY SCALE	**Grade 4/5 (FTE SP18 £31,281– SP 25 £35,106) Actual: 28,849.57 – 32,377.26**

Job Purpose:

- Be responsible for the organisation and co-ordination of the Education Health Care Plan (EHCP) review process and for ensuring that annual reviews and all related activities are completed to the highest quality and within statutory requirements.
- To provide administrative support to the Assistant Principal for Safeguarding and Inclusion and School Business Manager.
- To support teaching and learning by providing high quality administrative support as part of a committed and flexible administration team.

The SEN Administrator will be expected to work under the direction of the Assistant Principal for Safeguarding and Inclusion and the Senior Leadership Team.

Key Responsibilities:

Annual Reviews:

- Manage the administration of the EHCP review process including scheduling of annual reviews, gathering of reports from school staff and completion of annual reviews in line with statutory timeframes. Arrange interim and emergency annual reviews as required.
- Co-ordinate and communicate the EHCP and annual review process to stakeholders and staff.
- Produce and communicate the annual review schedule to all staff.
- Prioritise caseload and produce invitations for annual reviews, prepare annual review paperwork, including amendments to EHCP reports, in line with school and statutory timeframes.
- Collate, proofread and send out accurate reports both before and after the annual review meetings in line with statutory timeframes and the SEN Code of Practice.
- Attend more complex review meetings to take minutes and capture actions agreed at the meeting.
- Monitor applications for increased pupil/student funding, liaising with the Local Authority and senior staff as appropriate.
- Ensure that actions agreed at EHCP review meetings are followed up as part of the process including requests for additional funding and any proposed transition.
- Update the transition section of the annual review report as advised by SLT
- Communicate effectively, both verbally and in writing, to stakeholders, adapting communication as required.
- Use the school's information systems to input and retrieve information required to support the EHCP review process.
- Gather and securely store the collection of confidential and non-confidential reports from external agencies that are required to complete the EHCP review process in both paper and electronic format.
- Under the direction of the Assistant Principal for Safeguarding and Inclusion, implement changes and updates to the EHCP review process.
- Provide administrative support to the Assistant Principal for Safeguarding and Inclusion in responding to tribunal and appeal hearings.
- Provide administrative support to the Assistant Principal for Safeguarding and Inclusion around the development of projects in the SEN area.
- Provide support and advice to staff regarding the annual review and associated processes.

- Establish good working relationships and communication with agencies, professionals and families by acting as the primary contact for SEND queries.
- Archive EHCP review paperwork in line with OHCAT's information retention policy.

Arbor Data Management:

- Be proficient in the relevant aspects of the use and management of Arbor, undertaking training as required and authorised.
- Complete the Arbor end of year and new academic year procedures.
- Complete other database management procedures as required, including maintenance of system tables, bulk updates and housekeeping.
- Maintain a high level of systems knowledge by undertaking training as required.

Other:

- Have a good working knowledge of the school's management information systems, as well as other administrative systems.
- Work under the direction of the Assistant Principal for Safeguarding and Inclusion and the school leadership team to deliver a comprehensive range of administrative tasks to a high standard.
- Supporting with Consultation paperwork, offers and admissions.
- Support the Admin Staff with answering the telephone and meeting and greeting families and other visitors as necessary at busy times, dealing with all telephone calls promptly and in a professional manner, providing support and advice where required and passing on messages as soon as practicable.
- Give information and assistance on school matters, as appropriate, to parents, pupils/students, staff, LA's and other schools.
- Always maintain confidentiality, ensuring compliance with GDPR as regards handling and storage of data as some information handled will be of a sensitive nature and some will be covered by the Data Protection Act 2018.

Functional Links:

School staff, pupils and students, families, professionals and local authority departments, including SEN teams, tribunal officers, health & social care and CAMHS.

This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with their line manager.

The content of this job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant Orchard Hill policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding Children and Vulnerable Adults, Health and Safety and Confidentiality of Information.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.

Person Specification for the Post of SEN Administrator, Addington Valley Academy

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	***Requirements***	***Essential/Desirable***
Education/Qualifications	Minimum of 5 GCSEs at grade C or above in maths and English.	Essential
	Training and/or qualification in administration / clerical or related activities to level 3	Desirable
Knowledge & Experience	Competent with ICT, including MS Office.	Essential
	Advanced knowledge of Arbor data management and its use within a school environment.	Essential
	Excellent knowledge of annual review process for EHCPs in line with the SEN Code of Practice and other relevant sections of the code, including relating to tribunal and appeal hearings.	Essential
	Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation.	Essential
	Experience of working as part of a team and to strict deadlines.	Essential
Skills & Aptitude	Excellent interpersonal and communication skills.	Essential
	Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing.	Essential
	Ability to work collaboratively with a diverse range of colleagues.	Essential
	Ability to work with autonomy within set boundaries.	Essential
	Self-motivated with the ability to identify priorities quickly and accurately to ensure that deadlines are met.	Essential
	Ability to work under pressure and to strict statutory deadlines.	Essential
	Highly effective organisational and planning skills.	Essential
	Attention to detail.	Essential
	Reliability, confidentiality and integrity.	Essential
Other	Compliance with OHCAT policies	Essential
	Must enjoy working as part of a team, be adaptable and supportive of colleagues	Essential
	Ability to interact with pupils and students sensitively and flexibly, who may communicate through challenging behaviour	Essential
Personal	Pleasant, professional and proficient.	Essential
	A positive and flexible approach to work with a 'can do' attitude.	Essential
	Enthusiasm and drive for working in a school.	Essential
	Willingness to undertake training, as required and to learn new skills and procedures	Essential
	Full enhanced disclosure clearance by DBS	Essential
	Satisfactory References	Essential
	Excellent attendance and punctuality record	Essential

	A commitment to equality and diversity, supporting a culture of mutual respect for each other and the environment	Essential
	Genuine commitment to the ethos and work at The Addington Valley Academy	Essential

Orchard Hill College Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*