



# ST EDMUND'S CATHOLIC SCHOOL

## JOB DESCRIPTION

**JOB TITLE:** SEN Administrator

**REPORTS TO:** SENCO/Deputy Headteacher

**GRADE:** Pay Band 4-5 (Depending on Experience)

**SUPERVISES:** Not Applicable

### **JOB PURPOSE:**

To 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 SENCO and Assistant SENCOs.

To support teaching and learning by providing high quality administrative support as part of a committed and flexible administration team.

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Appraisal and contribute to the identification of own team development needs.

### **PRINCIPAL RESPONSIBILITIES/DUTIES**

- 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 reviews and review paperwork, including amendments to EHCP reports, in line with school and statutory timeframes.
- Collate, proof read and send our 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 for the transition section of the annual review report as advised by the Heads of Learning.
- 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.
- Under the direction of the SENCO, implement changes and updates to the EHCP review process.
- Provide administrative support to the SENCO in responding to tribunal and appeal hearings.
- Provide administrative support to the SENCO 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 the school's information retention policy.
- Maintain confidentiality at all times, 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.
- Give information and assistance on school matters, as appropriate, to parents, pupils/students, staff, Local Authority and other schools.
- To attend Open Mornings which are usually held on a Saturday morning at the end of September/early October.
- Attend any other training sessions as required.

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

*I can do all things with the help of God who strengthens me. Philippians 4:13*