

Job Description: SENCO Administrator



Date	September 2024	Salary Grade: A22-A25	£27,538.69 - £30,340.67 (FTE) £23,160.74 - £25,517.28 actual
Accountable to	Principal	Hrs per week/Weeks per year	40 hrs per week, 8:30am – 5pm 41 weeks per year
In liaison with	Director of SEND, SLT		

Purpose of the Post

The SEN Administrator is responsible for providing comprehensive administrative support to ensure the efficient execution of the annual review process and all associated tasks related to Special Educational Needs (SEN). The role requires close collaboration with the SENCO, school staff, parents, and external stakeholders to ensure the needs of learners with SEN are met in compliance with the SEND Code of Practice.

Key Responsibilities:

1. Annual Review Process Support:

- Schedule annual reviews for all learners.
- Invite relevant stakeholders and coordinate the team around the individual.
- Ensure all required documentation is received and shared in advance of the meeting.
- Take minutes during meetings and ensure accurate record-keeping.
- Finalize EHCP reports with the support of the SENCO and submit them promptly.

2. EHCP Assessment Process:

- Ensure the EHCP assessment process aligns with the SEND Code of Practice.
- Familiarize yourself with Local Authority expectations and paperwork requirements.

3. Parent and Stakeholder Collaboration:

- Work in partnership with parents to involve them fully in the annual review process.
- Liaise with the staff team to ensure pupil passports are complete, updated, and purposeful.

4. Documentation Management:

- Ensure the secure transfer of pupil passports to new educational providers during transitions.
- Maintain records of students' key workers and ensure data is securely stored in line with the school's data retention policy.

5. General Administration Support:

- Produce templates, forms, and resources as directed by the SENCO.
- Provide administrative support for meetings related to Looked After Children (LAC), English as an Additional Language (EAL), Personal Education Plans (PEPs), Child In Need (CIN), and other related areas.
- Produce SEN registers as required by local authorities.
- Handle all SEN-related correspondence efficiently.
- Support the coordination of the school referral process for new learners.
- Manage data within the school, supporting efforts to maintain a paperless environment.
- Perform any other duties related to the post as requested.

Knowledge and Understanding:

1. School Policies and Procedures:

- Gain an understanding of the school's processes, policies, and procedures.
- Understand and maintain confidentiality in all aspects of the role.
- Utilize ICT effectively to advance administrative duties.

2. Qualifications and Training:

- Hold a qualification in English/Literacy and Mathematics/Numeracy equivalent to at least Level 2 of the National Qualifications Framework.
- Understand the legal definition of Special Education Needs and Disabilities (SEND) and be familiar with the SEND Code of Practice.
- Identify personal training needs and attend appropriate internal and external in-service training.

3. Ongoing Professional Development:

- Complete SEN-related training and attend relevant conferences and updates on the EHCP process as required by the local authority.

Personal Development and Well-Being:

1. Learner Support:

- Support the school's high standards by treating all learners with respect.
- Contribute to the school's commitment to promoting the well-being of learners, including their health, safety, enjoyment, achievement, and economic well-being.
- Maintain high expectations of all learners, respect their diverse backgrounds, and commit to raising their educational achievement.

2. Parent and Carer Engagement:

- Demonstrate the ability to liaise sensitively and effectively with parents and carers, recognizing their roles in pupils' learning.

Any Other Duties :

Undertake any task to support the safe daily functioning of the Trust to support the academy as requested by the Principal/CEO.

Note: This job description is not exhaustive and may be amended as necessary to meet the changing needs of the school and its learners.

Signed _____

Date _____

