

Job Description

Post title: SEN Administration Officer

Reports to: SENCO

Location of the post: The Marvell College

Grade: Grade 5

Main Purpose of the Post

Under the direction of senior staff, provide efficient and professional administrative support to the SENCO and SEN team. These services include the handling of highly sensitive, confidential and conflicting issues on a daily basis, dealing with staff, parents, the LA and other external bodies.

Roles and Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To lead on the planning, development and organisation of admin support services/systems/procedures/policies within the SEN department.
3. To work in partnership with children, young people, families and professional agencies from education, health, social care and the third sector, through constructing initial drafts to producing final EHCP's which are led by the child or young person's needs to achieve stated objectives and aspirations.
4. Co-ordinate the administration of all documents relating to SEND including referrals, Education and Health Care Plans (EHCP) and records of all interventions and actions including follow up action. Plan and attend review meetings, collating relevant information and managing the review process.
5. To ensure that accurate manual and computerised records/management information systems are maintained and managed.
6. To support with the administration of exam access arrangements, Form 8 and 9.
7. Supervision of absence management of the Learning Support Assistant team.
8. Be aware of and comply with policies and procedures relating to Keeping Children Safe in Education.
9. Arrange and minute, as required, any relevant SEN meetings including the collation and presentation of appropriate records and documents.
10. Liaise with outside agencies, arrange and support meetings on behalf of the SENCo; prepare referral documentation ensuring individual needs are met effectively including the requirements of EHCP.
11. Ensure the SEN register, or equivalent, is accurate and up to date and all updates are shared appropriately so the right staff are aware of identified students.

12. Liaise with the SENCO and Inclusion Manager to ensure individual Education Plans or equivalent are used accurately to identify and meet student need. Record appropriate intervention, support and strategies and review regularly with parents/carers, students and other stakeholders.
13. Arranges, attends and documents interim annual reviews or equivalent.
14. Support SEND transition (KS3/KS4 and post 16) including liaising/visiting/meeting Primary Schools and post 16 providers, parents and students as necessary to record and communicate relevant information for identified students in order to meet their individual needs.
15. Analyse and present data effectively to identify students who are of low ability and/or underachieving and where necessary create and implement effective plans of action/intervention to support those students, monitor progress and adapt as needed.
16. To manage the Student Support Team capitation budget, facilities and resources, establishing staff and resource needs for the identified students with special educational needs, SEND.

Responsibility

1. Responsibility for Staff:

To support the management of the learning support team this includes managing sickness absence Return to work meetings. "Supporting and liaising with staff, parents, carers and external agencies on a day-to-day basis and as required". Managing day to day pressures.

2. Responsibility for Customers/Clients:

Communicate sensitive and sometimes contentious information to others. High quality respectful, supportive, positive and professional working relationships with colleagues across the school and with all external services

3. Responsibility for Budgets:

To manage the Student Support Team capitation budget of £28k.

4. Responsibility for Physical Resources:

Responsibility for necessary and appropriate facilities and equipment. Maintenance of an efficient working environment.

Decision Making

Decisions on priority of workload.

Decisions relating to what information to include and what to share, when.

What information needs to be escalated with the SENCO and Inclusion manager.

Deployment of appropriate staff and resources.

Contact with children

This post involves contact with children in a school setting and has high safeguarding responsibilities.

Contacts and Reason for the Contact:

1. Within the School

SEN team, other Admin staff. SLT/teachers/LSAs/other stakeholders. Pupils and parents/carers.

2. Within the Trust

none

3. With External Bodies to the Academy

Liaison with and provision of information with the LA/other outside agencies.

Risks to health

Physical demands – low risk

Working conditions – Low risk. The post-holder is required to occasionally deal with stakeholders who may be upset, angry or occasionally violent.

Emotional demands – some occasional risk due to the nature of the information being shared.

HCAT are committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

HCAT provide front line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with HCAT Policies and Procedures.

HCAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

HCAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
EXPERIENCE	Proven experience in the operation of administrative systems Experience of working under pressure and to tight deadlines Experience of data analysis	AF, I, R AF, I, R AF, I, R AF, I, R	Experienced in the use of SIMS and Microsoft Office Experience of working in a school environment	AF, I, R AF, I, R
KNOWLEDGE	A knowledge and commitment to safeguarding and promoting the welfare of children and young people Knowledge of EHCPs and SEN provision	R, I	Knowledge of SIMS, Microsoft Office Working knowledge of school policies and codes of practice	AF, I, R AF, I, R
SKILLS	Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Excellent communication skills Able to work with a range of ICT packages; has well developed spreadsheet and word processing skills.	R, I AF, I, R AF, I, R		

	<p>Strict confidentiality – a high degree of confidentiality and discretion is required.</p> <p>Accurate and well organised approach to work using initiative to plan/prioritise work, especially when facing a number of conflicting deadlines.</p> <p>Excellent literacy, numeracy and ICT skills.</p> <p>Ability to compile statistical data.</p> <p>Ability to work with minimum supervision</p>	<p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p>		
PERSONAL QUALITIES	<p>Well-developed ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people</p> <p>Ability to communicate effectively in writing with a wide range of professionals including producing and exchanging sensitive and confidential information.</p>	<p>AF, I, R</p> <p>AF, I, R</p>	Excellent negotiating skills.	AF, I, R
QUALIFICATIONS	<p>Good standard of literacy</p> <p>NVQ level 3 (or equivalent) in a relevant qualification e.g. business administration or equivalent experience</p>	<p>AF, R</p> <p>C</p>	ICT qualification in Microsoft Office, SIMS	C

OTHER REQUIREMENTS				
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*Key: AF=application form; I=interview; T=test; P=presentation; R=references