



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

SEND ADMINISTRATION MANAGER

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Provide administrative support for students and staff in the SEND department.
2. Manage Individual Development Plans for students.
3. Support the assessment, recording and reporting on progress and attainment of SEND students.
4. Maintain confidentiality at all times.
5. Support links with the community, families and local environment.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support for SEND

- 1.1 Manage the smooth and efficient running of the SEND admin office
- 1.2 Provide full administration support to the SEND department including managing the SENDCo's diary
- 1.3 Support SENDCo to plan, develop and organise SEND support systems
- 1.4 Support SENDCo in the development of SEND policies and procedures
- 1.5 Act as SEND advocate for school by meeting parents and pupils
- 1.6 Support the assessment, recording and reporting on development, progress and attainment of SEND pupils
- 1.7 Manage Individual Development Plans for pupils (such as EHCP), including attendance at, and contribution to reviews
- 1.8 Collate reports as required, including Annual Review Summary Reports
- 1.9 Support the SENDCo in administering of the SEND budget
- 1.10 Maintain confidential records, administration of consultations and referral and transfer of confidential files
- 1.11 Liaise with external agencies, as necessary
- 1.12 Arrange, attend and minute meetings as directed by the SENDCo and Senior Leadership Team

- 1.13 Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- 1.14 Support pupils in social, health and emotional well-being, reporting problems as appropriate
- 1.15 Support SENDCo in supporting the role of parents/carers in pupils' learning and arrange meetings with parents/carers to provide constructive feedback on pupil development, progress and achievement
- 1.16 Be responsible for the preparation, maintenance and control of stocks of materials and resources
- 1.17 Support the SENDCo with pupils withdrawn from lesson, working on individual programmes
- 1.18 Maintain confidentiality and adhere to safeguarding procedures
- 1.19 Demonstrate and adhere to the schools' health and safety policies and procedures.

2. Support for the School

- 2.1 Support the maintenance and enhancement of the school's ethos and mission through outstanding professional conduct and high expectations of others
- 2.2 Be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection
- 2.3 Assist in providing an atmosphere in which effective learning can take place
- 2.4 Support the promotion of positive relationships with parents and outside agencies
- 2.5 Work within school policies and procedures
- 2.6 Attend and participate in individual and team meetings as required
- 2.7 Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management and use this to support others
- 2.8 Accompany teaching staff and students on visits, trips, out of school activities and enrichment programmes and take responsibility for a group under the supervision of a teacher
- 2.9 Assist with the supervision of students out of lesson time
- 2.10 Work as part of a team and support the role of other people in the team

3. Other Responsibilities

- 3.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'
- 3.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'
- 3.3 Contribute to the wider life of the Trust and the Star community.
- 3.4 Carry out any such duties as may be reasonably required by the Trust

4. Records Management

- 4.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
QUALIFICATIONS				
1.	NVQ Level 3 Teaching Assistant or equivalent	E	✓	
2.	Degree level qualification	D	✓	
3.	GCSE in English and Maths at grades 'C' and above	E	✓	
4.	Evidence of CPD	E	✓	
EXPERIENCE				
5.	Working with children in a school setting.	E	✓	✓
6.	Contributing to development, monitoring and review of IEPs.	E	✓	✓
7.	Working within a secondary school.	E	✓	✓
8.	Supporting students who have specific difficulties	D	✓	✓
9.	Working with students who have physical disabilities	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
10.	Ability to maintain positive relationships with students and other adults.	E	✓	✓
11.	Ability to work effectively within a team.	E	✓	✓
12.	Effective classroom and behaviour management skills.	E	✓	✓
13.	Ability to communicate effectively in community languages.	D	✓	✓
14.	Knowledge of strategies to support students with visual and/or hearing impairment(s).	D	✓	✓
15.	Good ICT skills for word-processing and use of learning software, including online resources.	E	✓	✓
16.	Knowledge of the secondary curriculum.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
PERSONAL QUALITIES				
17.	A passionate belief in the school's mission statement.	E	✓	✓
18.	A strong belief in the value of education in developing citizens.	E	✓	✓
19.	Highest levels of professional and personal integrity.	E	✓	✓
20.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
21.	Personal resilience, persistence and perseverance.	E	✓	✓
22.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	E	✓	✓
23.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
28.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
29.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓
30.	Commitment to undertaking additional training where required.	E	✓	✓