



Job Description

Job Title	SEND Administrative Assistant
Pay scale	Scale point 12 to Scale point 15
Location	Barons Court Primary School and Nursery
Responsible to	Senior Leadership Team and Pastoral Team
Purpose	<ul style="list-style-type: none">• To provide comprehensive administrative support to the SEND and Pastoral teams within the school, including medical support where appropriate.• To support vulnerable children and their families to have full access to educational opportunities and overcoming barriers to learning.• Work from a child centered approach to develop and maintain good working relationships with parents and carers, children, teachers, senior leaders and various educational support staff with other agencies.
Job context	There is a growing number of children at Barons Court Primary School with a SEND diagnosis and an increasing number of children with complex needs. To help ensure that we continue with the high level of provision it is necessary to expand the team to create an SEND Administration Assistant role.
Responsibilities	<p><u>Working with the SEND and Pastoral Team</u></p> <ul style="list-style-type: none">• Have a strategic overview of the implementation of statutory requirements for children with EHCPs, for example annual review meetings and accompanying documentation from various stakeholders.• To coordinate annual reviews with teachers, parents and the SEND and pastoral team.• To prepare documentation, clerk meetings and provide general administrative support in SEND and pastoral meetings, taking notes and locating files and other information as requested.• Type up notes of meetings and SEND review documents etc, in order to ensure all records are kept up to date and accurate, so supporting the education of our vulnerable learners.• Maintain accurate files and records of students with SEND and pastoral needs - updating caseload notes.• To liaise with outside professionals (EP/NHS/SLT and OT) to facilitate meetings/observations for individual children, e.g. putting events onto the calendar, inviting teachers and booking rooms.• Support the SEND and pastoral team with the SEND identification, assessment, monitoring, and review process ensuring all records are updated regularly.• To complete the admin section of all referrals to other agencies.• To coordinate the transfer of files to new schools as part of the transition process.• To ensure the school MIS and SEND register is accurate in relation to SEND children.• To coordinate the ISP process, booking meetings, proofreading and ensuring that all teachers have completed them in a timely manner.• To coordinate reports and clerk meetings as required for all looked after children.• To support the early help referral and assessment process and help ensure that service users receive co-ordinated support by establishing and maintaining effective liaison with colleagues including health, social care and other statutory and voluntary agencies.• Attend and contribute to early help, team around the child and family meetings.



	<ul style="list-style-type: none">• Monitor and track the attendance and punctuality of children and work with families and school attendance staff to gain improvements through identifying and tackling underlying issues.• Attend weekly pastoral meetings. <p><u>Working with Parents and Carers</u></p> <ul style="list-style-type: none">• Support parents of children who have been diagnosed with/awaiting a diagnosis of ASD or any SEND.• Take initial enquiries from parents/carers and communicate them to the SEND and Pastoral Team as appropriate.• Communicate information regularly to parents/carers, including co-ordinating termly Parent Forum meetings and distributing transition information.• Liaise with parents/carers about appointments and meeting times.• Prepare relevant documents for EHCP applications, Annual Review meetings and High Needs Funding and support parents in completing forms and applications.• Update the SEND Information Report and relevant sections on the school website.• Advise and inform parents/carers about relevant local services and where appropriate make referrals to other agencies to access specialist support to increase their capacity to support their child's learning. <p><u>Working with Children</u></p> <ul style="list-style-type: none">• Maintain accurate records of all children with medical needs and ensure any medication that needs to be kept in school is stored safely and administered correctly.• Support children during transition phases.• Work with children, developing positive relationships and providing appropriate support.• To be responsible for ensuring pupils' care plans are maintained and communicated and that staff are appropriately trained to respond to the requirements of the care plan, e.g. AAI pen training. <p><u>Working with Teachers</u></p> <ul style="list-style-type: none">• Ensure all information about children with SEND and pastoral needs is recorded and filed correctly so that it is available to teaching staff to support teaching and learning.• Request and share information about children's progress including updating ISPs.• Collate data for SEND and pastoral children's identification, progress, target setting, monitoring and intervention purposes. <p><u>Working with Other Agencies</u></p> <ul style="list-style-type: none">• Work in partnership with other agencies where appropriate, e.g. social care, health, police, attendance etc..• Work with outside agencies to support the effective transition for vulnerable children and families.• Develop links with agencies that provide and promote learning opportunities for parents and carers,
General responsibilities	All employees are expected to: <ul style="list-style-type: none">• Undertake any training commensurate with the post.• Contribute to the school ethos, aims and development.• Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.• Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.• Be aware of and comply with all policies and procedures, in particular safeguarding, health and safety, confidentiality and data protection and report all concerns to an appropriate person.



	<ul style="list-style-type: none"> • Attend out of hours meetings, for example parent evenings and school events. • Attend local area meetings and conferences and other meetings or working groups to exchange information and 'best practice'. <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</p>
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Person Specification

Attributes	Evidence	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • English and Maths GCSE level 4 or equivalent • Be willing to undertake further training in SEND including a qualification if required. 	<p style="text-align: center;">X</p> <p style="text-align: center;">x</p>	
Professional Experience and Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of issues affecting Children Looked After and SEND students • Knowledge of the SEND Code of Practice and associated responsibilities and processes. • Knowledge and understanding of confidentiality and professional boundaries. • Knowledge and understanding of safeguarding 	<p style="text-align: center;">x</p> <p style="text-align: center;">x</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">x</p>
Personal aptitude, qualities and skills	<ul style="list-style-type: none"> • The ability to communicate effectively with professionals, parents, staff. • The ability to produce high quality letters, reports, presentations and documents. • Comprehensive IT skills including the use of cloud based applications. • Excellent literacy and numeracy skills. • An ability to deliver to given timelines and targets. • To use initiative and adopt a creative approach to problem solving. • The ability to work flexibly, 	<p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">x</p> <p style="text-align: center;">X</p> <p style="text-align: center;">x</p>	



	<p>prioritise, multi-task and work well under pressure.</p> <ul style="list-style-type: none">• The ability to work effectively without supervision where appropriate	<p>x</p>	
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