



**Job description for SEND Administrative Assistant
Grade 6**

Hours: 25 hours per week – working hours to be agreed.. Term Time only plus 25 hours to be worked over Inset Days

Lunch: 30 minutes lunch per day, unpaid – by arrangement with line manager (staff room is available)

| JOB DESCRIPTION: SEND Administrative Assistant |
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| JOB PURPOSE: To support teaching and learning by providing high quality administrative support as part of the Special Educational Needs team. |
| MAJOR AREAS OF RESPONSIBILITY: |
| <p>A. Daily support to the SENCo and SEN team</p> <p>B. Contribute to the planning, development and organisation of support service systems/procedures/policies</p> |
| KEY TASKS: |
| <p>A1. Responsibility for providing personal, administrative and organisational support to the SENCo and SEN team</p> <p>A2. Manage manual and computerised record/information systems for SEN data</p> <p>A3. Analyse and evaluate data/information and produce reports/information./data as required.</p> <p>A4. Responsibility for organising Annual Review schedule: invite parents, outside agencies and collating teacher, student and parent comments. Completing Annual Review paperwork and distributing.</p> <p>A5. Responsible for writing and updating student profiles and distributing as appropriate.</p> <p>A6. Maintaining record of provision maps for students on SEN register.</p> <p>A7. Minute taking at SENCo, TAC, TA team and parent meetings and distribution of documents</p> <p>A8. Provide personal, administrative and organisational support as part of the Central Team</p> <p>A9. Complete and submit complex forms and returns, including those to external agencies</p> <p>A10. Responsible for applying for exam access arrangements for students identified by SENCo, and informing others of these arrangements</p> <p>A11. During mock and external examinations, work with the exams office to ensure arrangements for identified students are in place, ie laptops, scribes, etc</p> <p>B1. Operate relevant equipment/ICT packages (Bromcom, Microsoft Office suite of programmes, Provision Map)</p> <p>B2. Provide advice and guidance to staff, pupils and others</p> <p>B3. Monitor and manage stock, cataloguing resources and undertaking audits as required</p> <p>B4. Undertake research and obtain information to inform decisions.</p> <p>B5. Comply with school policies and procedures relating to safeguarding, health and safety and GDPR, and report all concerns to an appropriate person</p> <p>B6. Be aware of and support diversity and inclusion, ensuring equal opportunities</p> <p>B7. Contribute to the overall ethos/work/aims of the school</p> <p>B8. Establish constructive relationships and communicate with other agencies/professionals</p> <p>B9. Attend and participate in regular meetings</p> <p>B10. Participate in training and other learning activities and performance development as required</p> <p>B11. Recognise own strengths and areas of expertise and use these to advise and support others</p> |

OUTCOMES

The outcomes that are associated with this role are to work as part of the Learning Support team who:

- Are consistent in their practice
- Share good practice with other team members
- Act as role models for all learners

The outcomes associated with the specific role are:

- Effective communication
- An individual and team belief that all students can learn and develop
- An ethos where problems are minimised
- Effective teamwork where everyone is treated with dignity and respect
- Students feel confident and are included
- Students with specific literacy challenges make progress.

ACCOUNTABILITY:

The SEND Administrative Assistant is accountable to the SENCo

Safeguarding

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

- Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be Fitzharrys School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Signed: (employee):

Signed: (on behalf of the Academy):

Date/s: