



Job Title: SEND Administrator and Librarian
Grade: Band 4

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

Core Purpose

To have day to day responsibility for regular administrative tasks within the learning centre under the guidance of the Primary SENCO.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- Work flexibly with all other members of the Academy team to ensure a coherent approach to Inclusion takes place within the Academy.
- Contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with external agencies.
 - Telephone/reception acting as first point of call for the Primary Inclusion Team.
 - Draft replies to letters
 - SEN filing
 - Photocopying
- Minute taking at meetings as directed by SENCo.
- Plan and arrange diary arrangements for SENCo.
- Provide typing service as necessary with accurately typed information
- Ensure that confidentiality is observed at all times and abide by the data protection act
- Ensure the safe disposal of confidential waste
- Prioritise your workload to ensure the completion of work to specific deadlines
- Collate Individual Feedback for pupils on the SEN register and preparing them for reviews
- Update all Tracking Data kept in the Department as directed
- Support with parent/carers liaison
- Liaise with other schools and other relevant bodies to gather pupil information
- To ensure that SEN information is transferred to new schools as part of the transition process when a pupil leaves as part of an in-year transfer or at the end of Year 6
- Produce invitations and follow up reminders to Annual Reviews and other meetings
- Provide administrative support as appropriate which will include EHCPs, Annual and SEND review statements and profiles, assessments details and additional reports
- Input, update, retrieve and analyse information using the Arbor system and PiXL assessments
- Be responsible for maintaining the SEN section of Arbor and providing relevant data
- Ensure that correct policy and procedures are followed if there are any data breaches
- Assist the SENCo in maintaining 'assess, plan, do, review' documentation
- Support the completion of specialist assessments of children with SEND
- Assist the SENCo and Phases Leaders with special exam arrangements for pupils with special needs

Main Librarian Responsibilities

- To coordinate the organisation and routines in the library on a day-to-day basis, ensuring it is open and accessible throughout the specified opening hours and that students and staff can borrow and use the resources.
- Carry out library routines including issue, return, renewal and reservation of resources, managing over-dues, shelving resources, and keeping them in good order and repair;



organise the receipt and return of resources borrowed from elsewhere. Ensure that the library remains a tidy, attractive, welcoming and well-maintained environment.

- To promote and manage the use of the library and its facilities throughout the school.
- Promote and ensure the effective communication of literacy events and information to all key stakeholders including students, parents and staff, including the organisation and management of events that promote literacy and library use such as World Book Day.
- Encourage pupils to work co-operatively with each other within an established discipline policy, anticipate and manage pupil behaviour and promote self-control and independence. Provide feedback for pupils in relation to progress and achievements.

Other Duties

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time, you may be required to carry out other duties commensurate with the role.

Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	Must have at least 5 GCSEs at Grade C/Grade 4 (or equivalent) or above, to include English and Maths. Competent at using a range IT packages Experience of working in an administrative role	Experience of working in an educational environment Experience of working with SEN
Knowledge/Skills	Have exceptional communication skills Have outstanding organisational skills Have exemplary interpersonal skills	



	Ability to be flexible and adaptable to meet the changing needs of the Academy Have a high degree of professionalism, discretion and able to maintain confidentiality Demonstrate a commitment to continuous professional development, seeking opportunities to constantly improve their practice Demonstrate a commitment to promoting the safeguarding and well-being of children and young people	
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