Job Title: SEND Administrator
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

Organise and manage professional, confidential administration systems and practice to support the SEND Head of Centre and the wider Trust Inclusion team.

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.

- Contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with families and external agencies.
    - Telephone/reception acting as first point of call for the SEND team(s).
    - Draft replies to letters
    - SEND-related filing.
    - Photocopying
    - Responding to email queries
    - Dealing with internal and external post
- Plan and arrange diary appointments for Head of Centre and produce/email invitations to relevant meetings
- Provide minute taking service at meetings as requested by the Head of Centre/Director of Inclusion
- Attend and take minutes at Annual Reviews and submit onto LA portal system
- Coordinate referrals and meetings for the Trust Inclusion Team, as well as minute meetings and send out reports
- Organise and co-ordinate EHCP/Annual Review meetings, in line with statutory requirements, including preparation of documents prior to and following the meetings, and associated administration to ensure documentation is sent to LA within deadline
- Assist the Head of Centre/lead teacher with timetabling of SEND team support
- Liaise with Trust schools and prospective parents regarding new students and visits to Centre and/or transition to new school
- Manage SEND files, including setting up new files, archiving leaver files and responding to requests for file information from other educational settings
- Assist and help set up for Open Evenings, Tours and Taster Days
- Type specific SEND documents e.g. Pupil Passports, Positive Handling Plans and arrange their reviews and parental feedback questionnaires
- Input, retrieve, produce reports and analyse information using the Arbor system
- Update all tracking data on student progress, including Evidence for Learning, and maintain IT tracking systems for SEND centre
- Work alongside the Trust Safeguarding Lead to track the Central Trust team Child Protection training register, updating and notifying Heads of Services as required.
- Liaise with other schools and other relevant bodies to gather pupil information

- Liaise with parents and students to gather views and feedback
- Liaise and directly communicate with the LA and external agencies
- Assist with the ordering of equipment needed for the SEND team and Centre
- Support the Director of Inclusion and wider Trust team to minute specific Trust-wide meetings including the triage Inclusion meetings.
- Provide a proofreading service for specific Trust reports
- Work flexibly with all other members of the Inclusion and SEND Teams
- Prioritise workload to ensure the completion of work to specific deadlines
- Ensure confidentiality is observed at all times and abide by the data protection act
- Ensure the safe disposal of confidential waste

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.	
Knowledge/Skills	Ability to form and maintain supportive relationships; consistent interpersonal and communication skills with families and staff team as	Knowledge of SEND systems.

	well as students and external professionals. Excellent organisational skills. Excellent customer service skills. Attention to detail. Ability to use discretion and maintain confidentiality. Understanding of information technologies and data security. An awareness and willingness to promote the safeguarding and welfare of the children and young people in our care. Able to deliver to tight deadlines. Able to travel to academies within the Trust when required.	