



SEND Administrator Grade 3

JOB DESCRIPTION

Queensbridge School
Queensbridge Road, Moseley, Birmingham B13 8QB

PURPOSE

To provide administrative support for SEND processes across the school, contribute to the review and maintenance of Individual Learning Profiles, carry out regular check-ins with a caseload of vulnerable students, and assist the SENDCO in ensuring compliance with SEND legislation and best practice.

KEY RESPONSIBILITIES

- Provide administrative support to the SENDCO to ensure that the principles and legal requirements of Part 3 of the Children and Families Act in relation to special educational needs and disability are implemented.
- Lead in the planning, development and organisation of SEND procedures and systems.
- Maintain the school's SEND record and Provision Mapping system.
- Input, retrieve and analyse information using the SIMs system and Edulink; for example, to ensure census SEND figures are accurate or to supply data to be used as part of a staff training session.
- Collate feedback as part of SEND reviews and take minutes during SEND meetings as required
- Ensure relevant documentation is completed in line with SEND Code of Practice, KCSIE guidelines.
- Organise the SEND diary for the SENDCO and Assistant SENDCO.
- Support effective administration of the SEND budget.
- Communicate with parents/carers and external agencies, as appropriate.
- Support the effective administration of exam access arrangements.

- Assist with managing the transition for students with SEND from KS2 to 3 and then KS4 to KS5.
- Oversee and help to review Individual Learning Profiles through bi-annual meetings with each student on the SEND register and Parent/ Carer, gathering staff feedback, liaising with relevant external agencies, reviewing assessment data and then updating the Profile as required.
- Administrative assistance in response to potential undiagnosed SEND needs.
- Manage the SEND@queensbridge.bham.sch.uk inbox, ensuring emails are prioritised and actioned appropriately.
- Maintenance of filing system on SEND Shared area (Sharepoint).
- Complete regular 1:1 check ins ('person centred conversations) with a caseload of vulnerable students
- Contribute to ensuring all students with SEND have their needs met and make good progress.
- Work flexibly with all other members of the SEND Team and wider workforce to ensure a coherent approach to Inclusion takes place within the school.
- Liaise with all other curriculum departments to request information.

GENERAL

- To undertake duties at break and lunchtime as per the duty rota, prioritising relationship building with our most vulnerable SEND learners.
- To attend all SEND training relevant to the administrative role.
- To undertake any other duties as appropriate to the grade of the post as requested by the SENDCO/Headteacher.
- Ensure that confidentiality is observed at all times and abide by GDPR.

SAFEGUARDING

- The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in school.
- Utilise the 'My Concern' system for recording safeguarding concerns and logging actions taken.

RESPONSIBLE TO: Assistant Head Teacher SENDCO

Person Specification

SEND Administrator

A = Application process I = Interview T = Task

Education and Training	Method of assessment
GCSEs (or equivalent) including at least a Grade 4 (previously Grade C) in English and Maths.	A
<i>Level 3 qualification or higher (desirable).</i>	A
Experience and Skills	
Experience in an administrative capacity (preferably within a SEND department)	A/I
<i>Working with children or young people (desirable)</i>	A/I
<i>Working in a school environment or other educational setting (desirable)</i>	A/I
Strong written and oral communication skills and the confidence to work effectively with staff, students and parents	T
Competent and effective user of IT, including Excel and Word and having the ability to learn new systems relatively quickly	A/T
Excellent attention to detail and the ability to work accurately even when under pressure	T
Excellent organisational and administrative skills including the ability to work to deadlines and the flexibility to take on new tasks as they arise	A
Ability to plan, organise and prioritise to meet deadlines	A/I
Ability to build effective working relationships with pupils and adults, working collaboratively to raise the achievement of pupils	A/I
Knowledge of guidance and requirements around safeguarding children	A/I
Ability to respond quickly and effectively to issues that arise	A/I
Personal Qualities	
The ability to remain calm in stressful situations and demonstrate resilience	A/I
Enjoyment of working with children and young people	A/I
Ability to use initiative and flexibility in recognition of the fact that schools are busy and dynamic institutions	A/I
Sensitivity and understanding, to help build good relationships with pupils	A/I
A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school	A/I
Commitment to safeguarding pupils' wellbeing and equality	A/I
Positive, forward looking and enthusiastic about making a difference	A/I

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS and children's barred list check is required for all successful applicants.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE SCHOOL'S EQUAL OPPORTUNITIES POLICY