**Job Description: SEND Administrator**

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| **Post Details** |  |
| **School:** | Twynham School and The Grange School |
|  **Post type:** | Support Staff |
| **Grade/Pay Level:**  | Grade 8 |
| **Responsible to:** | SENDCo |

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| **Main Purpose** |
| To provide efficient administrative support to the learning support faculty, to ensure compliance with LA and the school administrative and reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties. |

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| **Main Duties and Responsibilities** |
| * To keep an accurate record of SEND students’ needs including key information from professional reports such as educational psychologists and speech and language therapists.
* Confidential filing and retrieval of SEND student information.
* To support the SENDCos in Twynham School and The Grange School in the application of Educational and Health Care needs assessment requests including the graduated response and supporting evidence.
* Overall coordination of annual reviews within statutory time frames, including but not limited to: gathering evidence, inviting key stake holders, gathering information from careers service, completing pre and post review statutory meeting documentation and taking minutes, action reviews at the end of the process at TS and TGS.
* To produce letters and reports, such as consultations, as directed by the SENDCos.
* Coordinate the transition of year 6 SEND students including the transition project.
* To take minutes of meetings when required and distribute.
* Scan, save and process any reports or meeting notes to pupils Provision Map, ensuring these are shared with relevant staff.
* Process referrals to outside agencies as required.
* Act as the first point of contact for the SENDCo and learning support team including telephone enquiries, receiving visitors and the SEND email address, including conducting parent/ staff tours as needed.
* To coordinate meetings and information gathering from external professionals e.g. the LA, educational Psychologists and Paediatricians.
* Manage sensitive and confidential information.
* To effectively input and assess a range of data as required to ensure the effective assessment and monitoring of SEND students.
* Appointment coordination for Educational Psychology, Annual Reviews, Parent Champion, Hearing/ Vision Specialist Services, Physio/ OT, Outreach services. Ensuring external professionals adhere to the HR policies and procedures, such as vetting checks/Single Central Record.
* Funding for high need top ups – checking and requesting more funding to support tutoring, checking funding is correct and all EHCPs are on the schedule.
* Producing costed provision maps when requested.
* Census – checking with SENDCos that correct students and area of need have been recorded accurately.
* Send on files to other schools on leaving in-year and at the end of year 11 or at points of school transfer.
* Collate new SEND information at points of transfer for pupils.
* Stationery and diary orders for Learning Support.
* Share information with parents as directed through email/ phone or face to face communication and to keep accurate records of all comms.
* Updating the system with SEND changes and EHCP outcomes.
* Sending letters to parents when there have been SEND changes and updating a log to coincide with census. Keeping this up to date with leavers / starters and changes in SEND status.
* Liaising with Local Authority for updates.
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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Personal Attributes** |
| **Essential:*** Relevant previous administrative and supervisory experience is required and the appropriate qualification (minimum NVQ level 3 in Administration or minimum of 5 GCSE's (A\*-C grades) or equivalent vocational qualification, including Maths and English
* Is a good team player
* Exceptional organisation skills and ability to work under pressure
* Confident use of Word Processing and Excel
* Accurate literacy skills and written communication skills
* Appreciation of GDPR guidelines and ability to follow policy
* Energetic and relentless in striving for excellence
* Willing to travel and work across both school sites
* Confident communicator

**Desirable:*** Experience of working in a school or finance
* Experience of special educational needs
* Experience of other school digital platforms such as Arbor, Provision Map etc
* Understanding of schools’ duties in the SEND Code of Practice (especially Section 6), to ensure compliance.
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| **Other Duties** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder.
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| **Key to Acronyms Used/Glossary of Terms** |
| * TL = Twynham Learning
* TS = Twynham School
* TGS = The Grange School
* OT = Occupational Therapist
* HR = Human Resources
* GDPR = General Data Protection Regulation
 | * LA = Local Authority
* SEND = Special Educational Needs & Disabilities
* SENDCo = Special Educational Needs & Disabilities Coordinator
* EHCP = Educational and Health Care Plan
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