

Job Description:

POSITION	SEN Administrator
REPORTS TO	Head of SEND
CONTRACT TYPE	Maternity Cover – 15 hours a week

The Role:

- To be responsible for providing administrative support to the SENDCo and Learning Success Department in accordance with the requirements of the Conditions of Employment of School Teachers, having regard to the values and mission statement of Beachborough School and implementing the policies as laid down by the Headteacher and Governing Body.
- To share in the corporate responsibility for the discipline, wellbeing, and pastoral care of all pupils, including Prevent Duty.
- It is the responsibility of all staff to be able to source, understand and apply all school policies appertaining to their position.
- The SEN Administrator will be required to support the SENDCo in maintaining and updating the schools SEN records, and supporting the Learning Success Department in meeting the needs of pupils with SEN.
- The successful candidate will be line managed by the Head of Learning Success.

Specific:

In relation to supporting the SENDCo:	<ul style="list-style-type: none"> • To support the SENDCo in maintaining and updating the school's SEN records, ensuring that they are accurate and up to date. • To attend meetings and take minutes, as required. • To assist in the preparation of documentation for APDR and Annual Reviews, such as reports and action plans. • To support the SENDCo to ensure that all relevant paperwork, including referrals, assessments and reviews are completed and filed correctly. • To act as an additional point of contact for parents, teachers, and external agencies in relation to pupils with SEN. • To liaise with external agencies, such as Educational Psychologists and Speech and Language therapists, to ensure that meetings are held. • To provide administrative support to the Learning Success Department, such as arranging meetings and managing schedules. • To assist with the organisation of SEN related events, such as Link Meetings, training sessions and parent workshops. • Scheduling and coordinating meetings between the SENDCo, other relevant members of staff and parents. • To support the SENDCo and SEN Department in the development and implementation of policies and procedures related to SEN.
In relation to working with the Learning Success Team:	<ul style="list-style-type: none"> • Assisting in the timetabling of support for SEND students. • Arranging and providing cover for absent team members where necessary. • Liaison with the Learning Success Department e.g., attending weekly meetings. • Working with the SENCO to arrange induction for new Learning Success Assistants. • To timetable and participate in CPD opportunities relating to SEND. • To take part in annual appraisal process. • To provide support and guidance with administrative queries.
In relation to key administrative duties:	<ul style="list-style-type: none"> • Maintaining the SEND list and managing SEND data such as assessments and progress. • Updating pupil records on ISAMS.

	<ul style="list-style-type: none"> • Contributing to the completion/updating of the SEND Information Report/Accessibility Plan. • Contributing to the updating of the Individual Pupil Plans in order to communicate information to classroom teachers and all staff, to support High Quality Teaching • Contributing to year group summary sheets, SEN tracking grids, etc. • Proof-reading documents when necessary.
In relation to contact with students and parents:	<ul style="list-style-type: none"> • Contributing to the creation of IPPs. • Maintenance of TiM sheets and student voice activities, including reviews. • Provide opportunities throughout the year for contact with parents to review IPPs, in conjunction with the SENCO. • Ongoing liaison with parents/carers as required. • To provide 1:1 support for children on the SEND register as directed by the SENDco. • Being ready and able to assist in unexpected situations involving children with SEND.
In relation to the Identification of needs, referrals and multi-agency working - working with the SENCO in the following areas:	<ul style="list-style-type: none"> • Supporting with the arrangements for Common Entrance exams, CATs, PIRA, PUMA tests and maths, reading and spelling tests for students visiting the school. • Supporting with the assessment of students using a variety of available tests e.g., Literacy Gold screening. • Working with the SENCO to manage the EHCP process, from request to conduct a statutory assessment to the process of Annual Reviews for existing EHCPs.
In relation to teachers:	<ul style="list-style-type: none"> • To support with communicating to staff individual's barriers to learning through the SEND List and their IPPs. • To work pro-actively with all other members of staff to ensure the care and safety of all children. • To be involved in record-keeping and evaluating the progress of pupils with SEND.
In relation to the whole school:	<ul style="list-style-type: none"> • To attend staff meetings, as directed. • To support implementation of school policies and procedures, including those relating to confidentiality and behaviour. • To identify personal training needs and to attend appropriate internal and external in-service training. • To ensure that all information is handled confidentially and in compliance with relevant data protection and safeguarding policies.

SAFEGUARDING

At Beachborough, safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the **best interests** of the child.

The post holders **must** adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the DSL.

Beachborough is committed to safeguarding, child protection and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo all necessary pre-employment checks. Full details are given on the application form and the successful applicant will be subject to an enhanced DBS check.

Equal opportunities

Beachborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion,

disability, or age. Candidates will be assessed against relevant criteria only (i.e., skills, qualifications, abilities, experience) in selection and recruitment.

In accordance with the Disability Discrimination Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

Person Specification

Area	Essential	Desirable
QUALIFICATIONS	A good basic education to GCSE level in English and Maths, or the equivalent. A willingness to undertake further training.	Further relevant qualifications (e.g., NVQ, specific training relating to SEND).
EXPERIENCE	Experience of working with children in an educational environment. Experience of working in a similar administrative role within a school or an understanding of the education system. Experience of working with children with SEND.	Experience of working with children with an EHCP.
KNOWLEDGE AND UNDERSTANDING	A good understanding of confidentiality and data protection. Knowledge of SEN procedures and policies. Good communication skills (verbal and written). The ability to accurately take minutes within a meeting, for example by touch typing. A commitment to equality and diversity, especially within a school setting. A basic understanding of child development and learning processes. A basic awareness of policy/legislation relating to safeguarding. The ability to relate well to children and adults and establish positive relationships.	A working knowledge of relevant policies and legislation (e.g., safeguarding). Proficient in Microsoft Office applications particularly EXCEL and Word.
PERSONAL CHARACTERISTICS	A positive approach. Excellent organisational and time management skills. Flexibility and adaptability. The ability to work independently and manage their own workload. A willingness to reflect, review and see things from new angles. A sense of humour. Good use of own initiative and the ability to work collaboratively as part of a team. Patience and the ability to be calm under pressure. A commitment to personal and professional development.	

In return, we offer the successful candidate:

- A superb campus and a delightful, caring, school environment in which to work.
- Very supportive and considerate pupils that are keen to learn and make the very best progress.
- Dedicated and supportive governors, staff, and parents
- On-going professional development, with career progression opportunities.
- A leadership team that will provide you with help, support, and assistance.
- A remuneration package, including a competitive salary (commensurate with the qualifications and experience of the successful applicant).

Preferred hours: Tuesday 8:30am to 5pm, Thursday 2pm to 5pm & Friday 8:30am to 1pm, term time only

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