



Job Title:	Special Educational Needs Admin Coordinator
Hours Of Work:	37 hours per week (Mon – Fri) term time only, plus 3 training days
Grade:	Scale 4, points 7 - 11
Actual Salary:	£21152 - £ 22619
Responsible to:	Deputy Headteacher (Inclusion) and SENDCo

Main purpose of the role:

We are looking for a Special Educational Needs Admin Coordinator to provide efficient administrative and clerical support to the SENDCo and SEND department at our fabulous secondary school.

- Could you thrive in an environment where no two days are the same?
- Can you 'hit the ground running'?
- If you are able to stay calm under pressure and complete deadline tasks at the same time, then you could be the person we are looking for.

Specific Duties and Responsibilities:

- Provide administrative support in SEND meetings, taking notes and locating files and other information as requested
- Prepare, attend, and complete typed Annual Review documentation for students with Education Health Care Plans (EHCP's)
- Type up notes of meetings and SEND Review documents etc, in order to ensure all records are kept up to date and accurate, so supporting the education of our students with SEND
- Ensure pre and post meeting paperwork for SEND meetings (PEP, EHCP and professionals) is sent to all parties by deadlines and pupils' folders are kept up to date
- Maintain accurate files and records of students with SEND
- Support the SENDCO with the SEND identification, assessment, monitoring, and review process ensuring all records are updated regularly on the college's student management systems
- Work collaboratively with SENDCO and assistant SENDCO
- Complete administration of student referrals and support the SENDCO in preparing for a range of meetings with external agencies
- Oversee room bookings and appointments for external visitors and help manage the appointment diary for the SENDCO
- Support the gathering of evidence from teachers regarding students' normal way of working – to inform the monitoring process and graduated response cycle/
- Monitor students who were previously on the SEND register and those identified by staff as potentially having SEND
- Liaise with Learning Support Mentors and work as part of the SEND team

Support for Students and Parents/Carers:

- Take initial enquiries from parents/carers and communicate them to the SENDCO and Assistant SENDCO as appropriate
- Liaise with parents/carers about appointments and meeting times
- Prepare relevant documents for EHCP applications, Annual Review meetings and High Needs Funding
- Update Synergy SEND information for students

Support for Teachers:

- Ensure all information about students with SEND is recorded and filed correctly so that it is available to teaching staff to support teaching and learning
- Support the SENDCO in communicating strategies to staff to support High Quality First Teaching 3. Collate data for SEND students' identification, progress, target setting, monitoring and intervention purposes

Additional Duties:

- To undertake all Safeguarding training and courses as per college requirements
- To liaise with other staff to work collaboratively to support students with additional needs such as Heads of Year, Pastoral support staff, Learning Support Mentors, Home Liaison Officer
- To attend CPD relevant to the post of SENDCO administrator
- Provide cover for reception teams and work closely with other administration colleagues to share the workload at key times of the year

Generic responsibilities:

- To work consistently to uphold college's values and expectations
- Maintain a confidential and discreet manner at all times and ensure that all information is managed in accordance with data protection and safeguarding requirements
- Report any safeguarding concerns in accordance with the college and safeguarding policies and procedures
- To work in a co-operative and polite manner with all stakeholders
- To work with students in a courteous, positive, caring and responsible manner at all times
- To take an active and positive role in the college's commitment to the development of staff, and their annual review procedures
- To be aware of GDPR regulations and responsibilities
- To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people
- To present oneself in a professional way that is consistent with the values and expectations to the college. The appearance of all staff should at all times be supportive of college policies for the students; eg professional and appropriate appearance at all times including when out of school eg trips, CPD etc
- Promote the college's approach to inclusion so that all members of our community feel welcome and valued

Notes

The above is a summary, but not an exhaustive list of the job role and the role would be adapted depending on the suitability of the candidate.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Signed:

Date: