

Job Description

Post title	SEN Admin Assistant
JE Reference No	
Grade	D Point 4 (HSAT pay scales)
Reporting to	School Business Manager and Principal
Location	The Meadows Academy

DBS	This post is subject to an enhanced disclosure .
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Description of role

To support the efficient and smooth running of the academy

Duties and responsibilities

General administrative tasks:

- To be responsible for being the first point of contact for the academy. Meet greet and sign in visitors and parents adhering to the safeguarding of children
- Answer phone calls and deal with all enquiries
- Handling post, both incoming and outgoing and despatch as necessary
- Receiving deliveries and arranging for storage and distribution
- Liaise with Senior Leadership Team/Teachers/Administration staff re – location of meetings/organise area and provide refreshments
- Typing and filing, as delegated by the School Business Manager
- Teachers to Parents texting service
- Ensure forms are completed for data returns for looked after children from Cumbria/ Derbyshire.
- Secure Email
- SIMs
- CPOMS - updates of calls made/received from parents/carers. e.g. for consent for referrals
- Consultations
- School Diary

Pupil information and support:

- Management of SIMS database relating to pupil information including pupil transfers
- Relevant health and safety documentation relating to pupils eg admission packs, pupil indemnity forms, transition timetables
- Liaison with taxis and Durham County Council Transport regarding pupil transport
- Supporting the Examinations Officer in administration processes
- Photocopying
- Filing all pupil correspondence

EHCPs

- Schedule Reviews for the forthcoming year for all year groups. Forward to SEND Caseworker, Durham
- Works (Year 11) and Virtual School.
- Send out invites/ emails and set up team's meetings.
- Enter assignments PFA outcomes onto google classroom for each subject area for teachers to complete within timescales requested.
- Remind teachers that Pupil One Page Profiles and Aspirations are updated every term.
- If there is a change of placement request a Significant Change of Need document has to be completed and sent to the SEND Caseworker 2 weeks before the review date.
- Edit (track change) and prep EHCPs prior to the meeting
- Add any medical changes/diagnosis received from CAMHS.
- Complete data sheets – Academic data / Star Reading/Star Maths/ SDQ / Attendance
- Attend meetings take minutes so the EHC Plan Annual Review Record can be completed
- Send complete documents to SEND Team/ SEND caseworker and email /post to parents /carers and any other agency who participate in meetings.
- Keep records of when EHCP Review documents are emailed to the SEND Caseworker and record when the draft copy is issued and received and when the final is issued and received.
- Keep pupil electronic files up to date with current documents

Year 11 – Post 16 Autumn Term

- Liaise with Durham Works re Post 16 for Year 11s.
- Arrange visit – with Durham Works and pupils
- Support organising Post 16 events in school

SEND

- Keep SEND register up to date
- Organise/link/coordinate meetings / training with professionals and staff e.g. CAMHS/Tutor/Health

Referral Forms

- Support completion of referral forms. CAMHS Neurodevelopment Pathway, Cognition and Learning, Language Assessment.
- Check other referrals have been completed by staff for e.g. VCS alliance or Early Help requests made by parents

PEPs

- Send invites/emails and set teams meetings Autumn / Spring / Summer
- Liaise with staff to gain pupil views before meetings to complete their views.
- Prepare academic and attendance reports prior to meeting.
- Attend meetings and take minutes
- Complete electronic proforma (14 pages) on Welfare call (Durham) and Asset (Cumbria and

- Derbyshire). This is in preparation SENCO to add outcomes.
- Add EHCP/ Academic data sheets/ SDQs
- Complete outcomes / targets sheet to give to SENCO
- Once complete – send out Post (to parents) email to all other agencies who attended (not Social Worker, who has access to electronic document).

Support for the Academy

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to the appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the academy.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- To attend briefings, staff meetings and parents / carers events as required.
- Participate in training and other learning activities and performance development as required to meet individual pupil and staff needs including but not limited to Team Teach, First Aid, Midas.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Participate in CPD and performance management processes.
- Any other tasks as directed by the School Business Manager or Principle
- These duties may change to reflect the changing needs of the academy and the Principle reserves the right to request additional duties to be performed with due notice.

Person specification

	Essential	Desirable
Qualifications	• 5 GCSEs or equivalent including English & Maths (Grades A-C) • Excellent written and verbal communication skills	
Experience	• Proven, successful collaborative and/or multi-agency working to safeguard children. • Clear understanding and experience of support required by young people and families with complex and multiple needs.	• Experience of working within a special educational setting. • Experience of creating or using recording and monitoring systems.
Skills & Knowledge	• Knowledge of welfare issues. • Maintain records and to have the capacity to compile and present reports. • Knowledge of Education Health Care Plans (EHCP's) and Personal Education Plans (PEP's) • Work within recognised procedures, to organise own work schedule and respond independently to issues and concerns. • Ability to work purposefully with young people and adults in school and the wider community.	• Experience in administration of ECHP reviews and PEP meetings.
Personal Qualities	• Have well developed interpersonal skills to meet the demanding needs of vulnerable children and families. • Possess good communication, social and organisational skills.	