

Role Profile

SEND Administrator

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| Role Summary: | The SEND Administrator's role is to support the Head of SEND and the Deputy Head of SEND with all the administration associated with their roles. This role actively supports the smooth running of the Annual Review process. The SEND Administrator will support and develop SEND related administration and processes across the school, including using Provision Map for EHCP management. A key element of the role will be to carefully review and quality assure all AR documents and highlight any changes to the SEND leadership team. The SEND Administrator will be a key part of the SEND team which includes the Head of SEND, Deputy Head of SEND and Admissions officer. |
| Site: | Undershaw main site and the Arts and Media Centre |
| Annual Salary: | Band 5 £24,977-£26,886 (actual £21,998-£23,680 pro rata) |
| Hours: | Mon, Tues & Thurs 0830-1630; Wed 0830-1730; Fri 0830-1530. Term time only. |
| Terms: | Permanent (6 months probationary period) |
| Responsible to: | Head of SEND |

Annual Review (AR) Process:

- Preparation and circulation of Annual Review documentation prior to AR for all students on roll.
- Co-ordinate Annual Review meetings, communicating with all attendees, booking rooms, organising Teams links etc.
- Ensuring that all documentation and professional reports are received and distributed in accordance with statutory timescales.
- Attendance and recording of AR meeting discussions and agreed actions at AR meetings as appropriate.
- Timely preparation and circulation of Annual Review Reports to key stakeholders following the AR (including LAs, school staff and families).
- Administration and development of the Annual Review process, including scheduling, information sharing, documentation and stakeholder management.
- Pre-reading of all Annual Review information and highlighting key areas to Head of SEND/Deputy of SEND.
- Monitoring deadlines in accordance with the SEND Code of Practice.

Provision Map:

- To be the key administrator for the Provision Map (PM) software.
- To manage the input of information held on the Provision Map and other monitoring systems to ensure that it is accurate and complies with any legal or data protection policies.
- To ensure thorough and up to date knowledge of Provision Map and its functions by completing regular training.
- To assist with staff training and offer staff support with using Provision Map when needed.
- To ensure that all student records in Provision Map are accurate and up to date.
- To ensure that all updated EHCPs for each student are quality checked and updated within Provision Map when received and to ensure that all staff are alerted to new EHCPs and any changes.
- To support the Deputy Head of SEND in monitoring completion of PM reviews by staff.

- To support with embedding and developing the ways in which we use Provision Map across the school.

Part of the SEND Team:

- To provide high quality administrative support to the Head of SEND and Deputy Head of SEND.
- To be the first point of contact for all initial SEND related queries in order to triage these for the SEND Team to SEN leadership.
- To manage the SEND email inbox ensuring that the SEND team meet its expected response times.
- Work collaboratively with the SEND Team, including admissions, to ensure SEND processes are followed.

New starters and Student Files:

- To work collaboratively with the Admissions Officer to ensure that all files for new students (including in-year transfers) are received in a timely manner and uploaded into Provision Map / Teams as appropriate.
- Preparation of student files for transfer (including SEND).
- To organise all new starter MDT meetings, add to the calendar and invite relevant staff.
- Take minutes in all new starter MDTs and circulate and relevant information after the meeting, including medical needs.
- To update the medical spreadsheet for all new starters and notify the AHT Safeguarding when notified by the Admissions Officer.

Access Arrangements:

- To work with the Head of SEND / Specialist Assessor to support with the administration of Special Examination Access Arrangement Applications.

Provision admin:

- To support the Head of SEND in processing any SEND related referrals from staff, such as Therapy referrals.
- To assist the Head of SEND with administration around the Therapy commissioning process for all new starters.
- To support the SEND team with the administration of timetables and schedules as required, for example, for Therapy provision.

Children Looked after:

- To liaise with external parties regarding PEP meetings.
- To ensure appropriate information is shared with school staff as necessary.
- To monitor and track PEP funding and to provide feedback to the Head of SEND.
- To set up a process to monitor the CLA academic progress.

Record keeping and SEND data management:

- To assist with the maintaining of student recording systems for students with SEND, ensuring paper based and computerised systems are utilised in accordance with the schools policies and practices.
- To keep through records of communication between the school and the local authority.
- To generate SEND information from our school database (SIMS) and other monitoring systems as required by the Head of SEND.

- To assist in updating provision plans.
- Collation of Information for production of SEND Reports, using Provision Map and SIMS where applicable.
- Minute taking and/or collation of actions arising from SEND meetings.

Other responsibilities

- To manage the SEND calendar and facilitate meetings and appointments for the SEND team.
- To provide assistance / cover in the school office as required and work as part of the front office team, including covering Reception when required.
- To support with the organisation and running of Open Mornings as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To have due regard for data protection, confidentiality and health and safety policies
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.
- Participate in the School's Professional Development Review process.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To support the students as a member of duty staff as required.
- To attend and support with school events as required.
- Any other related duties they may arise.

Additional Information:

Undershaw is committed to safeguarding and promoting the welfare of children and young people in accordance with DFE Safeguarding Children and Safer Recruitment regulations. The school expects all staff and volunteers to share this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation in the light of changing school needs. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's responsibilities and duties.

Note: this job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of Post Holder:
Signature of Headteacher:

Date:
Date:

PERSON SPECIFICATION – SEND ADMINISTRATOR

| | Essential | Desirable |
|---------------------------------|---|---|
| Education and Experience | <ul style="list-style-type: none"> • C Grade (or equivalent) or above in GCSE English • C Grade (or equivalent) or above in GCSE Maths • Recent experience of working in an administrative role. • Knowledge of the EHCP and Annual review process (or willingness to learn) | <ul style="list-style-type: none"> • Evidence of further study at level 3 or above. • Experience of working within a SEND environment. • Experience of working with a school information system. (SIMS or Provision Map, for example) • Experience of providing training for staff. |
| Knowledge, abilities and skills | <ul style="list-style-type: none"> • Understanding and respect for the values and ethos of Undershaw. • Excellent organisational skills. • Excellent communication skills. • Excellent administrative IT skills. • Ability to quickly learn new processes. • Ability to multi-task and prioritise workload. • Flexible team player able to work independently and within a team. | |
| Personal Characteristics | <ul style="list-style-type: none"> • Able to communicate effectively with a range of stakeholders. • A desire to work in a school environment to support staff and students. • Able to be respectful, welcoming and supportive towards parents and carers. • Calm under pressure. • Resilient. • Able to evaluate their performance and be committed to improving their practice through appropriate professional development. • Able to act upon advice and feedback and be open to coaching and mentoring. | |

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| | <ul style="list-style-type: none"> • High professional standards, judgment, discretion and ability to maintain confidentiality. | |
| Other requirements | <ul style="list-style-type: none"> • Suitability to work with children. • Full DBS. | <ul style="list-style-type: none"> • Full clean driving license, and own transport |

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