

## Northern Education Trust – Job Description

<b>Job Title:</b>	Inclusion Administrator		
<b>Base:</b>	Academy		
<b>Reports to:</b>	Inclusion Co-ordinator	<b>Grade:</b>	SCP 3 - 4 Subject to Job evaluation
<b>Service responsibility:</b>		<b>Salary:</b>	£18,562 - £18,993 (FTE, Salary to be pro rata)
<b>Additional:</b>		<b>Term:</b>	37 Hrs / 39 Wks

### JOB PURPOSE

- To provide administrative support to the Inclusion Co-ordinator to support the learning of students
- To contribute to an atmosphere of respect, recognition, optimism, celebration and mutual support in the academy which promotes equality within, and values the diversity of, the academy community
- To build and develop relationships with staff at all levels

### JOB SUMMARY

1. Organise and maintain effective filing systems, both paper and electronic, to provide an efficient working environment
2. Produce all word processed correspondence/documents as required
3. Update and maintain the SEN register to liaise with appropriate staff to ensure that the information entered on to the MIS system are accurate and timely
4. Maintain SEN/Inclusion sections of the shared network area and maintain the provision map of all inclusion support
5. Develop, maintain and update SEN policies and documents on the academy's ICT system and notice board
6. Collate, copy and circulate reports on SEN students as appropriate
7. Responsible for word processing individual Education Plans and their reviews and communicating to all relevant parties
8. Liaise with the Inclusion Co-ordinator regarding administration for students with AEN
9. Undertake the administration of all review meetings, including: collation of staff reports, completion of review meeting proformas; circulation of necessary reports and documents for all parties
10. Organise and minute take at meetings, providing confidential administrative support
11. Support in the administration of the SEN budget
12. Receive and respond to correspondence via telephone, email and letter to various parties including, parents, professional agencies and the LA
13. Provide administrative support as requested for tuition sessions, exam special arrangements and inclusion staff timetables
14. Liaise with staff to collect feedback and ensure timely reporting of IEP and annual review documentation
15. Inform staff of statutory obligations regarding annual reviews using the staff bulletin and email
16. Provide the administrative support for the MAST referrals, interventions and home visits

17. To comply with academy safeguarding procedures at all times and liaising with the safeguarding coordinator over any safeguarding concerns
18. To comply with the academy policies and procedures at all times

**GDPR**

19. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**General**

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: .....

Date: .....