

JOB DESCRIPTION

Post title: SEND Admin Assistant
Academy: Academy 360, Portsmouth Rd, Sunderland SR4 9BA
Reporting to: SENDCo
Salary/Pay range: SCP17 FTE £31,022 Actual £26,766.77
Hours of work: 37 hours a week, term time plus 5 training days

Purpose of Job

- To contribute to the overall delivery of the SEND policy and process for all learners and staff who attend Academy 360.
- To be part of a professional team to contribute to raising overall SEND standards across the school.
- To provide administrative support and advice for admissions, transfers, Annual Reviews and other statutory requirements associated with managing SEN learners
- To work proactively and effectively in collaboration and partnership with learners/parents and carers and other external agencies in the best interests of learners and therefore to be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Main duties and responsibilities

- Support the development of SEND policies, training and procedures and guidance for the Academy.
- To receive and co - ordinate referrals, arranging action and reviewing SEND services for children and families.
- To maintain accurate, confidential and up to date documentation on all cases of learners with SEND.
- To develop and manage the SEND costed provision map for all SEND learners across the school and link this to pupil premium provision mapping.
- To work with children with SEND and their families in order to promote, strengthen and develop the potential of parents / carers and their children's understanding of SEND.
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES.
- To provide administrative assistance with the completion of paperwork for the EHCP, Early Help, Single Agency Referrals and Central Provisions Panel processes.
- To manage the current and archived student's files; ensuring that secure documents are treated appropriately.
- To print and file reports and other documents relating to individual learners.
- To maintain up to date records of the student's grades onto Provision Mapping documents.
- Liaise with other admin staff to ensure that documentation relating to admissions and current learners are updated on a regular basis.
- To prepare files for new learners and ensure contact details are up to date
- To maintain incident logs/chronologies for SEND learners.
- To deputise for the SENDCo at SEND meetings, ensuring Academy 360 is always presented positively within and beyond school.

Visitors:

- Keep up to date records of visitors, their purpose, contact details and notes.
- Deal with complex needs of parents and learners.
- Provide a welcoming, efficient, responsive and helpful service when answering telephone calls; ensuring calls / messages are forwarded accurately and in a timely manner.
- To guide parents around Academy 360 and School on their initial visits

Administration:

- Manage manual and computerised record/information systems including those within the SEND base.
- To liaise with colleagues and outside agencies under the SEND Code of Practice and to monitor all referrals and recommendations within the school.
- Maintain accurate student records in SIMS.net, including registers.
- Use SIMS/Provision Map/Sisra/CPOMs to generate specific reports, information or compile and collate data, including registers.
- To undertake typing and word-processing and complex IT based tasks including mail-merge, manipulation of spreadsheets.
- Provide personal, administrative and organisational support to other staff including word-processing, post (incoming and outgoing), telephones and reprographic services where required
- To be responsible for the administrative duties surrounding trips and visits.
- Operate relevant equipment/complex ICT packages.

Safeguarding / Child Protection:

- Supporting the school's safeguarding procedures and policies by pro-actively ensuring visitors are wearing appropriate lanyard.
- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons.
- Be aware of additional vulnerabilities of the learners who have SEND needs.
- To promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.
- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education where required.

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow (Sunderland Safeguarding Partnership Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

Professional Values and Practices

- Have due regard to confidentiality, safeguarding procedures, health and safety as well as the policies of the governing body and local authority.
- Have high expectations of all learners, respecting social, cultural and ethnic backgrounds, and being committed to raising their educational achievement.
- Treat learners with respect and consideration.
- Work collaboratively with colleagues as part of a professional team, carrying out role effectively, seeking support and advice where necessary.
- Reflecting on and seek to improve personal practice.
- Working within school policies and practices, being aware of legislation relevant to personal role and responsibility.
- Recognising equal opportunities issues as they arise and responding effectively in line with school policy and procedures.
- Build and maintain successful relationships with stakeholders.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.

General

- Any other duties as may reasonably be requested. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.