



JOB DESCRIPTION

Post title: SEN Administrator

Academy: Sedgefield Community College

Reporting to: Headteacher

Salary/pay range: Points 4-6, FTE £25,185 - £25,989, Actual £21,730 - £22,424

Hours of work: 37 hours per week, term time only plus 5 days

Job purpose

Responsible for undertaking a wide range of administrative duties at the direction of the SENDCo (and where appropriate other leaders) to ensure the effective and efficient operation of the SEN department, contributing to the school being able to effectively meet the SEND needs of our student cohort.

Main duties and responsibilities

- To take responsibility for management of the SEND electronic mailbox, forwarding correspondence to the appropriate member of staff and responding to parents, professionals, etc as appropriate.
- To take responsibility for management of physical mail received in school, forwarding correspondence to the appropriate member of staff and responding to parents, professionals, etc as appropriate.
- To take a key role in calendaring the activities of the SEND team (review meetings, multi-agency meetings, etc) and undertaking linked administrative duties to ensure the smooth operation of these meetings.
- To take a key role in coordinating the process of completing reports and other external forms that are received by the school for members of the SEND team to complete.
- To undertake administrative duties that support the smooth operation of transition processes for students with identified SEND (transition from Y6 to Y7, post Y11 transition and key transition points during secondary school).
- To undertake administrative duties that support the smooth operation of exam access arrangements for students who are entitled to receive support of this kind.
- To take a key role in ensuring all physical and electronic documentation relating to the SEND provision within the school is kept up to date and in excellent order.
- To provide general clerical support to the SEND team that will include photocopying, typing, digitising documents, completion of documentation relating to educational visits, etc.
- To assist in oversight and management of resources used to support SEND provision across the school.
- To assist in oversight and management of student medication that is stored within school and which is managed by members of our SEND team.
- To operate as one of a team of school First Aiders (training will be provided where required).
- To undertake appropriate student supervision duties that will serve to ensure the smooth day to day operation of the school (note the role involves supervision of students during the school's lunchtime with the member of staff taking their lunch when students are in lessons).
- To undertake any other duties that are commensurate with the post as directed by the SENDCo (or where appropriate Headteacher / Deputy Headteacher).

School Ethos

- To support the distinctive ethos of the college and to encourage students to follow this example.
 - To support and work towards establishing the vision and aims of the college.
 - To work with students in a courteous, caring and responsible manner at all times.
 - To work co-operatively with, and in support of, all adults in the college.
 - To support the college in meeting its legal requirements for a daily act of collective worship.
 - To adhere to the college's corporate policies.
 - Comply with the college's health and safety policy and undertake risk assessments as appropriate.
 - To present oneself in an appropriate manner so that it upholds the values of the college.
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Other duties

- To ensure that the 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
- To 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
- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with academy policies and the current version of Keeping Children Safe in Education as required.