ELTHORNE PARK HIGH SCHOOL

JOB DESCRIPTION

**Job Title: Administrator for SEN and Inclusion**

**Salary Scale:** Scale 5

**Responsible to:** Assistant Headteacher (AHT) Access and Achievement

**Purpose of Post:**

* To work with the AHT for Access and Achievement and the AHT for Inclusion to ensure the effective use of resources to bring about improved standards of achievement for all students with support needs.
* To carry out routine day to day administration for the learning support and inclusion department
* To liaise with parents/carers and other agencies involved in supporting students, eg: Counsellor, Educational Psychologist, Educational Social Worker, Speech Therapist, Occupational Therapist, under the direction of the AHT for Access and Achievement
* To coordinate the schedule for External Professionals visiting the school
* To support students’ learning, social, emotional and physical development towards independence within the school, in the social context of the school community, class and small groups

The post will be student facing and the administrator will be located in the the learning support area and will work with the SEN and Inclusion team

**Duties and Responsibilities:**

* To coordinate the timetable for External Professionals attending school
* To assist in the managing of the day to day area arrangements including allocating rooms and ensuring students are supervised at all times
* To maintain, and develop as necessary, the department’s paper and electronically based information systems (sims.net/google drive), and to ensure files are regularly updated.
* To schedule and maintain a record of interventions provided for students with additional needs including the learning support and inclusion provision maps
* To attend and support the administration of annual reviews for students with EHCPs, ensuring all statutory deadlines for submission are met
* To communicate advice and recommendations from external professionals from other agencies on issues of provision for students
* Produce templates, forms and resources as directed by AHTs for Access and Achievement or Inclusion
* Maintain financial records for the SEN and Inclusion teams including the raising of purchase orders and liaison with the finance team to ensure external invoicing is managed
* To support the management of the calendars for the relevant teams and for the AHTs Access and Achievement and Inclusion.
* Review and maintain departmental manuals/handbooks to ensure copies are kept up to date
* To collate individual support plans and provision maps
* Liaise with feeder primary schools and other relevant bodies to gather pupil information.
* Support the organisation of screening tests for students and recording standardised assessment results
* To support in maintaining the relevant sections of the school website
* To schedule the timetable for laptops used by students.

**Other Responsibilities**

* To contribute to the overall ethos, work, aims of the Learning Support and Inclusion Departments and the school by attending relevant meetings and contribution to the development of policies and procedures within the school. Also participate in staff meetings and inset/events as requested
* To work with students from a variety of ethnic and social backgrounds and actively promote the LA’s Equal Opportunities Policy
* To support additional administrative activities as required (within the total hours) to enhance students’ opportunities for development throughout the day e.g. in the playground, on visits and outings
* To undertake training in First Aid in order to support the existing welfare provision within the school
* Provide administrative support for meetings with agreeing agendas, recording and typing minutes when necessary
* To carry out any other tasks of a similar nature as directed by the Assistant Headteacher for Access and Achievement and Assistant Headteacher for Inclusion.