**Highams Park**

School

An independent state funded Academy

Principal - Mr P Grundy BA (Hons) PGCE

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| **Post Title:** | **SEND ADMINISTRATOR** |
| **Salary / Grade:** | **Scale 3 Pt 5 - 6** |
| **Responsible To:** | **VICE PRINCIPAL** |
| **Hour:** | **36 Hours per Week** |
| **Weeks:** | **52 Weeks Per Year** |
| **Job Purpose**  To provide administrative support required to run an efficient and effective SEND department and the Vice Principal Vulnerable Students. Thereby ensuring successful provision for pupils who need additional support with their learning and school life | |
| **Job Description**  Person Centred Reviews – statutory school ‘time constrained’ legal requirement   * Co-ordinate all activities required in the timely and efficient running or all PCR for EHC plan and students to include as a minimum * Distribute, collate and type up all ‘Round Robins’ on pupils to teaching staff and chase as necessary * Invite parents, staff and outside agencies * Prepare all other paperwork and ensure there are copies for each person. * Take minutes of PCR. * Complete PCR paperwork and send to the LSA, parents, HOY and place a copy in file. * SEND Register – statutory school legal requirement * Ensure SEND register is kept up to date ready for statutory returns to DFE * Keep updated all comments regarding pupil’s needs from the SEND register to SIMs. * Ensure reading ages are added to both the SEND register and SIMS * Reading ages to be added once tests have been completed to SIMS   External Exam Access Assessments   * Ensure a room is booked for all access arrangement testing assessments. * Set up the computer system to allow tests to be accessed by all pupils prior to testing * Inform and remind pupils of tests by putting messages in registers both manually and electronically. * Collect pupils from lessons if required. * Provide support for assessments as required * Complete typing of External Exam Access arrangement ‘Form 8’s and liaising with the Exams Officer and SENCO to ensure complete coverage and completion for all pupils   Computerized Systems  SIMs   * Inputting SEND data and ensuring it is up to date at all time for statutory school census returns * Producing reports and spreadsheets as required both internally and for external agencies * Adding notes to SIMS registers if a child is to be taken out of lesson. * Using SIMS reports to add or extract attainment levels   Excel   * Producing spreadsheets. * Exporting timetables from SIMs. * Producing support timetables for classes, staff, pupils, parents and external agencies * Provide copies of all SEND timetables at the start of the year   Word  • Typing all letters as required  • Typing reports.  • Typing minutes of meetings.  • Production of a Person Centred Review Calendar  Mint Class  • Ensure all SEND information for students including strategies are up to date Year 6  transition  • To provide the SENCO with addresses and contact numbers of each primary school.  • To call primary schools and arrange visits by the SENCO for pupils on the primary SEND register  • Preparation and collation of all SEND pupil information onto Mint Class for all members of  staff.  Update as appropriate  • Preparation and collation of all EAL pupil information into a booklet for all members of staff. Update as appropriate  • File all SEND pupil information    LSA Support  • Ensure all LSAs are provided with an information pack at the start of the year.  • Provide support to all new members of the team.  • Support with timetables construction for LSAs and keep up to date with any changes  • Arrange cover when necessary for LSAs  • Support with construction of reading recovery timetables.   * Act in personal assistant capacity to the SENCO and Vice Principal * Photocopy lesson plans, attendance sheets and intervention worksheets for the LSAs and keep a copy on file for the SENCO.   Minutes   * Minutes of the weekly SEND department meeting. * Minutes of meetings with staff, parents, outside agencies. * Ensure minutes are typed and emailed to SENCO or relevant person. * Circulate minutes when required. * General Administrative Support * Liaising with staff, pupils, parents and outside agencies on behalf of the SENCO/Vice Principal. * General administration duties e.g. filing and photocopying. * Enquiries from students, staff and parents re SEND * Sending round robins and producing reports based on the information provided. * Keeping a diary/calendar of meetings and events for the SENCO * Ordering stock and liaising with the finance team. * Distribute information to staff when necessary including production of monthly SEND newsletter update * Give training to other members of staff regarding new SEND specific computer programmes etc. * To update the filing cabinets on a yearly basis to ensure all SEND pupils have a file for the current year. * Copy specialist teacher reports to relevant parties including external agencies. * Liaise with and arrange appointment schedule and rooming for SEND support visits send letters for written permission for intervention. * To file SEND student records and other paperwork. * To liaise with the Data Manager in order to support the SENCO with ‘4 Matrix’. * To liaise with the Assessment Data Coordinator in order to locate relevant reports. * Ensure rooms are booked for meetings and set up appropriately. * Prepare Permanent Exclusion paperwork for TDC   Generic Support Staf**f**   * All support staff undertake a first aid training course to be a school first aider * Supporting the ethos, aims and core values of the school. * Such other duties that may be required by the Principal.   **Person Specification**  Essential Skills  \* Experience of administrative work preferably in a busy school office environment  \* Personal expertise in the use of Microsoft Office to include Word and Excel  \* Ability to use shorthand/speed writing to minute meetings and person centred reviews  \* Educated to NVQ Level 2 or equivalent  \* Knowledge of general school policies and procedures  \* Ability to complete forms, write routine letters  \* Ability to exchange verbal information clearly and sensitively with children and adults  \* Understand and implement the school’s behaviour management policy  \* Understand and support the differences in children and adults and respond appropriately  \* Ability to establish rapport and respectful and trusting relationships with children, their families  and carers and other adults  Desirable Skills  \* Understand and implement child protection procedures  \* Understand procedures and legislation  \* relating to confidentiality  \* Be prepared to develop and learn in the role  \* Ability to work effectively with other adults in the school  \* Ability to work on own | |