**Whickham School and Sports College**



**JOB DESCRIPTION**

**POST: SEND Administrative Officer**

**GRADE: E SCP 8-11 pro rata to term time plus 5 days, 37 hours per week.**

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

**Core Purpose**

We are looking for a committed and enthusiastic Administrative Officer, with a flexible approach to work and a personable and compassionate attitude to support our SEND Team. You will provide support to the SENDCO and Deputy SENDCO.

This role will be flexible as some activities will be driven by need and may be different at various times during the year. The post holder may also be asked to support the whole school administrative work.

**Responsible to**: SENDCO (Special Educational Needs Co-ordinator)

**Responsible for:** Supporting the SEN Department with all administrative tasks and ensuring accurate and up to date record keeping, line manage and coordinate the training of the apprentice Teaching Assistants.

**Hours of Work**: 37 Hours per week

8.20am – 4.20pm, Monday - Thursday, 8.20am to 3.50pm Friday.

There is a requirement of the role for an additional five days to be worked during the summer closure period to support the department with issuing exam results and prepare timetables for the new academic year.

**Key Areas of Responsibilities**

**Ensure swift, efficient and accurate completion of SEND administrative work through:**

* supporting the SENDCO and Assistant SENDCO in managing monitoring email accounts and actioning as appropriate
* supporting the SENDCO and Assistant SENDCO in managing diaries and appointments liaising with the Local Authority services;
* organising all SEND meetings and SEND paperwork
* the completion of Education Health Care Plans (EHCP) paperwork (for Years 7 to 13);
* the completion and recording of Children and Young Persons Service (CYPS) referrals;
* the coordination and completion of all Special Educational Needs (SEN) panel paperwork;
* ensuring SEND information received from parents or carers is accurate on SIMS (in school Data Management Information System)
* working with the SENDCO, Deputy SENDCO and Pastoral Leader for year 7 regarding all new pupil intake, collating all SEND information and arranging all primary school visits
* supporting SEND staff in maintaining accurate information on ClassCharts;
* supporting attendance by making attendance calls for SEND children;
* take minutes in all SEND meetings;
* support in the preparation of paperwork for SEN / Governor panels,
* admissions and support in the movement of records between year groups/schools, including during Year 6 transition.
* Line management of apprentice TA’s and liaison with the educational establishments maintaining effective educational records for the apprentices

**Ensure effective communication between SEND and other stakeholders** **through:**

* Liasing with external agencies and organising referrals and meetings
* Liaising with the attendance team and allocating attendance calls across the SEND team
* liaising with the SENDCO / Deputy SENDCO and Pastoral teams in detailing pupils not in normal lessons;
* liaising with the Data Manager in maintaining SEND information in ClassCharts and SIMS;
* liaising with the Achievement Team and AHT Pupil Achievement on the production of timetables for SEND pupils and the timely communication of this information to parents/carers and staff;

**Support other organisational functions in working effectively through:**

* Ordering supplies for the SEN department via all financial procedures
* being an invigilator, reader and scribe in internal and external examinations;
* supporting the main office in situations of unexpected demand;
* completing administrative work for the SENDCO and Deputy SENDCo;
* cover SEND duties during staff absence;
* some supervision of pupils.

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

2. To carry out any reasonable request made by the Headteacher or line manager.

3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed …………………………………………….. (Post holder)

Date………………………………………………………………….