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Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records.

Signed

Name

(in capitals)

Date

Post Title: SEND and Pastoral Administrator

Grade: Bucks Pay Range 3 pro rata (actual salary from £23,131 pa - £24,812 pa; £27,310 pa - £29,295 pa full-time equivalent)

Hours: 37 hours per week over 5 days (8.00am to 4:00pm Monday to Thursday, 8.00 am to 3.30pm Friday including 30-minute unpaid break), 39 weeks per year (38 weeks term-time plus five Inset training days)

Responsible to: Deputy Head of School

Job Purpose: To provide general administrative support for the Special Educational Needs & Disabilities Team and Pastoral Team which ensures that systems and processes are managed effectively and that all procedures are conducted within the framework of the school's ethos.

To work as a member of the school's Administration Team in accordance with the following:

Duties and Responsibilities

SEND Team:

- Maintaining and updating the SEND register on the MIS database and updating the SEND student records filing system, to ensure accurate and up-to-date records are accessible to relevant staff such as Lead SENDCO and SENDCO and senior leaders or external agencies as needed.
- Managing the SEND diary for meetings and appointments including appointments for outside agencies to work with students or provide CPD for Assistant Teachers. This

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Headteacher Mr S Jones, MA

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includes contacting relevant school staff and external agency professionals regarding specific SEND students or SEND processes as needed.

- Scheduling, and attending annual reviews and producing associated paperwork.
- Monitoring and triaging the SEND@cottesloe email inbox daily and allocating follow up actions to the appropriate member of the team or wider school community.
- Responding to parental queries via telephone and email where appropriate, or signposting communication to Lead SENDCO and/or SENDCO or other members of staff where relevant.
- Liaising with the Local Authority in relation to SEND or actions relating to specific SEND students via the AnyComms database.
- Collating, producing and distributing student review paperwork including the termly reviews of the student's Individual Provision Mapping, and One Page Profiles.
- Sending One Page Profiles to parents/ guardians to review, and then updating them based on their feedback. Providing students with an opportunity to have their voice heard in the reviewing process.
- Collating, producing and distributing student curricular review requests as needed throughout the school year.
- Sharing information after approval by SENDCOs with staff via email, and the student's individualised One Page Profiles. This includes creating new One Page Profiles when students are approved by the Lead SENDCO or SENDCO in conjunction with parents.
- Modifying class work and resources for students with Visual Impairments in line with the advice received from the Specialist Teaching Service.
- Ensuring all exam materials and mock papers are modified in line with the official exam boards regulations to ensure students are able to practice with the correct layout prior to their GCSE exams.
- Supporting the Transition Leads by collating information from primary schools about the new cohort, and sharing this with staff ahead of the transition days. Processing the primary school information to share the appropriate information with the correct people such as the Lead SENDCO, SENDCO, Safeguarding Lead, class teachers and ATs.
- Co-ordinate workload working in partnership with the TEAM Hub and Pastoral staff.

Pastoral Team:

- Producing all attendance letters as approved by the Attendance Officer/Assistant Headteacher.
- Creating weekly attendance reports for each tutor group across the school.
- Ensuring accurate attendance codes for all suspended students.

- Processing Leave of Absence requests as directed by Attendance Officer/Assistant Headteacher.
- Providing administrative support to complete paperwork for Curriculum Review.
- Providing support for Transition, including transition materials for students and parents, collating of primary school transitions notes and information.
- Administrative support for key pastoral events including, Celebration of Achievement Evening, end of term assemblies.

General:

- Attending any courses required to fulfil responsibilities.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person in line with school policies and procedures.
- Contribute to the ethos/work/aims of the school.
- Undertake such other duties as may from time to time be reasonably required.

The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the type of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give specific examples to demonstrate how you match the requirements of the post.

1 = Application form 2 = Interview 3 = Test and/or Reference 4 = Proof of qualification

	Essential	Desirable	How Measured
TRAINING/QUALIFICATIONS:			
Good standard of education, up to A level or equivalent.	✓		1, 4
Use of MIS database		✓	1, 2, 3
High standard of written and spoken English	✓		1, 2
Knowledge of Word, Excel, Publisher, Google Docs and mail merge	✓		1, 2, 3
Data processing	✓		1, 2, 3
SKILLS AND COMPETENCIES:			
Ability to recognise the need for and maintain a high degree of confidentiality	✓		1, 2, 3

Proactive, professional and friendly manner	✓		1, 2, 3
Ability to work as part of a team	✓		1, 2, 3
Ability to organise and prioritise work effectively	✓		1, 2, 3
Ability to work to deadlines	✓		1, 2, 3
Ability to work calmly under pressure	✓		1, 2, 3
Attention to detail	✓		1, 2, 3
EXPERIENCE:			
Working with young people and their parents/carers	✓		1, 2, 3
Working in an administrative role in a busy office	✓		1, 2, 3
Setting up and maintaining filing systems	✓		1, 2, 3

The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.

The school's policy is to obtain Enhanced DBS Clearance before appointment and to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.

The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.

The postholder will be required to undergo criminal, teacher status, qualification, online, medical and reference checks as part of the recruitment process and must be willing to participate in further training as the job requires. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.

This job description and person specification sets out the duties of the post at the time it was drawn up. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.