

Edward Peake C of E (VC) Middle School



Headteacher: Miss Z J Linington

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This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

JOB DESCRIPTION

Job Title: SEND Admin Assistant

Responsible to: Headteacher/Deputy Headteacher

The Role

- The post holder will be responsible for providing administration to the SEND Coordinator which includes typing and circulating documents, taking and receiving phone calls, making diary appointments, taking minutes, record keeping and arranging meetings.

Key Responsibilities:

- On a day-to-day basis work closely with and support the SENDCo in the role of administrative support.
- Answer telephone calls, often of a very difficult or sensitive nature, in a professional manner, take messages, keep a record of all calls made/received and ensure relevant staff are kept informed promptly of any communication.
- Account for and filter all post, ensuring that correspondence is answered, copied or directed to the relevant member of staff, using their own initiative.
- Emails – Action various emails, such as internal/external queries, or file electronically and manually as requested by the SENDCo.
- Responsible for devising and maintaining an efficient filing system, which is organised in line with the SEND Code of Practice recommendations and which can be easily accessed by the SENDCo and other relevant bodies.
- Send letters of invitation to parents and other partners, to ensure they attend the meeting (send minutes following the meeting).
- Keeping and updating SEND Register
- Complete order forms on behalf of the department; ensuring goods ordered are received and are correct.
- Monitor and manage stock within an agreed budget on behalf of the SENDCo and the department.

Specific Responsibilities:

- To liaise directly with outside agencies such as SEN Services, Education Psychology Service etc. Regarding specific students under the direction of SENDCo and ensure that accurate feedback is given to the SENDCo.

- In collaboration with SENDCo, organise and manage the reviews of SEND plans ensuring the accurate compilation of all reports and paperwork and prompt circulation of the same to all relevant bodies.
- Responsible for ensuring completed Review Reports are sent, and maintain a record.
- Maintain accurate records for all referrals, such as CHUMS, CAMHS, Behaviour Support Services etc
- Calculate funding for EHCP students, and return the information to the LA, ensuring it is sent within the deadline.
- Following EP visits, enter relevant information onto the Academy Management Information System, ensuring receipt of reports.
- Keep an accurate record of orders and expenditure, ensuring we do not over spend.

Monitoring and Evaluating Progress:

- Responsible for collecting and escorting parents/carers to and from reception for the Annual Review Meetings, sometimes in difficult or uncomfortable circumstances.
- Attend Annual Review Meetings, in the role of taking notes and preparing packs for each person present.
- Liaising actively with in-school and out-of-school providers to record the start and end date of various provisions for students with SEND Regularly update it in liaison with the SENDCo.
- Maintain a referral list for educational psychologist services, ensuring visits run smoothly by liaising with staff, sending out letters of invite to parents, arranging rooms.
- Manage an electronic diary for Annual Reviews and Professional meetings: dates, invitees etc.

AGREED with the Headteacher

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Headteacher.....

Postholder.....