

 Isebrook School

Where the impossible becomes possible

*Across our trust, we are committed to supporting the mental health and wellbeing of all; including staff, students and families. We know that everyone experiences life challenges that can make us vulnerable and at times, anyone may need additional emotional support. We take the view that positive mental health is everybody’s responsibility.*

**JOB DESCRIPTION**

**SEND Administrator**

RESPONSIBLE TO: **SEND & Inclusion Lead**

GRADE: **Schools Support Staff Pay Scale**

**Grade F6 – F8, £25,183 - £25,992 FTE**

**Actual salary: £9,639.11 - £9,948.77**

HOURS: **Monday and Tuesday**

**08:00 – 16:00 (with half an hour unpaid break)**

**43 weeks per year**

**JOB PURPOSE**

1. **To administer all aspects of the review process for students across the school, ensuring the administration of Education Health and Care Plans is effective, liaising with families, colleagues and other professionals.**
2. **To engage with all aspects of SEND administration including consultations, annual reviews, provision mapping, PEP’s and referrals. Advising colleagues and external partners where necessary.**
3. **To provide secretarial and personal assistance to the SEN Officers, SEN & Inclusion Lead and wider Leadership Team, relative to students’ SEND needs.**

**Duties of the Role**

**Populate and manage the administration of all paperwork concerning EHCPs and Annual Reviews and LAC provision for Isebrook School, Creating Tomorrow College and the Connected Provision. Ensure that Statutory Requirements are adhered to.**

This includes:

* Assist the SEN Officers in the administration of the consultation process for Isebrook School and Creating Tomorrow College by assisting the SEN & Inclusion Lead in liaising with the Local Authority, tracking responses, liaising with schools to organise visits and set up a visit schedule.
* Update and maintain the Annual Review schedule and communicate this to parents, teachers and professionals. Manage ongoing changes as necessary so that all annual reviews are timely.
* Ensure Local Authority and external representatives are informed of each individual student’s Annual Review and are invited accordingly.
* Prepare and maintain reports regarding annual reviews and SEND and record in conjunction with the statutory guidance
* To track amendment notices for year 8, 11 and 13.
* To gather and collate information / data for annual reviews and transition reviews. To take accurate minutes during the review meetings, using interactive systems.

**To manage all aspects of SEND administration for the school**

* To have an overview of SEND across the school and update the school provision map. Use this information to inform teachers and leadership.
* Give advice, support, and guidance to teachers regarding SEND administration and annual reviews; this may include training and regular liaison. Assist the SEN Officers and SEN & Inclusion Lead in supporting new teachers through the process.
* To collate, record and action all letters from external services e.g letters from Community Paediatrician / CTPLD / SALT etc. and support the SEN & Inclusion Lead to update the Provision Map as necessary.
* Provide administrative support to the SEN Officers, SEN & Inclusion Lead and wider Senior Leadership Team in liaison with external partners with regard to referrals and actions that are raised at annual review when requested. In consultation with the SEN & Inclusion Lead, give advice and guidance to teachers and support staff if necessary.

**To provide secretarial and personal assistance to the SEN & Inclusion Lead and wider Leadership Team relative to students’ SEND needs:**

* To gather and collate information for students’ files, in relation to Admissions Meetings for all new students.
* To input / update / retrieve relative student records from the school’s management information system, Behaviour Watch, to facilitate efficient administration of SEND at Isebrook School and Creating Tomorrow College.
* Assist the SEN Officers, SEN & Inclusion Lead and wider Senior Leadership Team with secretarial duties relative to SEND reviews and associated matters giving regular reports and updates.

Support for the School

* Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Establish and maintain effective working relationships with professional colleagues and parents/carers.
* Participate as required in meetings with professional colleagues and parents/carers in respect of duties and responsibilities of the post.
* Be aware of the need to take responsibility for own professional development and to participate in the Performance Management and Continuing Professional Learning procedures and practice of the college.
* All staff at Isebrook will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective team working.

*This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.*

Signed………………………………………………….Post holder Date…………………..

Signed………………………………………………… Headteacher Date…………………..