

Job Description – Learning Support Administrator

Job Title: Learning Support Administrator	Pay Grade: Bucks Pay Range 5
Section: SEND	37 hours per week, 42 weeks per year
Designation of Post within School Structure	
<p>Executive Headteacher / Head of School</p> <p>Deputy Headteacher</p> <p>Assistant Headteacher SENDCO</p> <p>Assistant SENDCO (General SEND Teacher)</p> <p>Learning Support Administrator</p>	
<p>This job description identifies the responsibilities attached to this post. This job description is subject to amendment from time to time with in the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder.</p>	
Main Duties and Responsibilities	
Post Purpose	
<ul style="list-style-type: none"> • To provide a high standard of administrative support to the SEND Lead and the SEND Department generally. • To ensure commitment to meeting the needs of the SEN department, and the wider needs of the school more generally. • To ensure they play a part in promoting and safeguarding the welfare of students at the school and to act as an appropriate role model for young people. 	
Role and Responsibilities	
<ul style="list-style-type: none"> • To fulfil the role and responsibility of an Assistant Teacher (see Assistant Teacher Job Description) and also: • To provide administrative support to the SENCO. • To deal with telephone enquiries from parents, external professionals, primary schools etc in a polite and courteous manner, bringing urgent matters to the attention of the SENCO. • To input, retrieve and analyse information using the MIS system. • To ensure that confidentiality is observed at all times (including ensuring the safe disposal of waste) and abide by the data protection act. • To (bi)annually inform parents of a student’s position on the SEN register and provision that is in place. • To update the SEN register on a termly basis. 	

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- Following student's assessments inform parents of Access Arrangements for students taking public examinations. To receive and file notification from examination boards pertaining to Access Arrangements.
- To schedule annual reviews for all students with EHCPs informing parents, external agencies and LAs.
- To prepare initial reports for EHCPs, including the gathering of information from curriculum areas.
- To ensure that all parties attending Reviews or those for whom an apology has been received submit reports.
- To ensure that all parties attending Statement Review receive the appropriate documentation in line with the COP at least two weeks prior to review.
- To attend all Statement Reviews, keep minutes and in consultation with the SENCO prepare the Review Assessments for LAs.
- To collate Individual Feedback for students on the SEN register and prepare them for their annual review or other reviews as required.
- To attend all Parents Evenings in LSD.
- To update all Tracking Data kept in the Dept following SENCO.
- Liaise with SENCOs to run diary of transition visits for-Students in Yr 6.
- To contact curriculum departments to request particular information (schemes of work, student progress etc).
- To schedule appointments with parents on the SENCOs or parental request.
- To update support timetables for students.
- To update support timetables for ATs.
- Maintain diary of appointments for scheduled external agencies-
- To maintain the SENCO's diary.
- To ensure professional development of: Current legislation regarding SEN, MIS, Test Data etc.
- To assist the Headteacher in supporting staff to achieve improved standards and high-quality education for all students.
- To assist staff to successfully raise standards of learning and achievement.
- Be aware of and comply with policies and procedures relating to student protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Accompany teaching staff and the student on visits, trips and out of school activities as required
To carry out any other duties in connection with the role as may reasonably be required.

Person Specification

Person Specification	Essential	Desirable	Evidence
Experience working with children in a school		X	Application Interview
Flexible and adaptable	X		Reference Interview
Hold a degree		X	Application
Excellent English and Maths skills (GCSE English and Maths or equivalent)	X		Application
Excellent written and oral communication skills	X		Application Interview
A self-starter, capable of showing initiative	X		Reference Application Interview
Ability to prioritise their workload to ensure the timely completion of work.	X		Reference Interview
Calm, patient and professional when dealing with students, colleagues, parents and external professionals.	X		Reference Application Interview
Discretion. Able to treat sensitive information with a high degree of confidentiality.	X		Reference Application Interview
A team player	X		Reference Application Interview
A positive 'can do' attitude	X		Reference Application Interview
Knowledge of ICT to support learning, ability to input data accurately	X		Reference Application Interview
Good understanding of the general aspects of child development.	X		Application Interview