



Job Description

JOB TITLE	SEN Administrator
JOB FAMILY	Pastoral
PHASE	Secondary
HOURS	25 hours per week, 39 weeks, permanent
REPORTING TO	SENCO
RESPONSIBLE FOR	NA

Job Purpose

- To provide a comprehensive administration service supporting the SENCO and staff as appropriate.
- To maintain and update the SEN Register and other records, updating staff accordingly.
- To support the Annual Review process.

Duties and Responsibilities

- Responding to enquires from staff, parents, external agencies and other stakeholders as necessary.
- To maintain and update the SEN Register and other records, updating staff accordingly.
- Support the “Team Around the Child” Team.
- Ensuring all Annual Review paperwork is carried out and submitted on time attend and take minutes at Annual Reviews.
- Typing Individual Education Plans and arranging their reviews.
- Assist with timetabling of support.
- Assisting with the ordering of all books and equipment needed for the department.
- Assist and help set up for Open Evenings, Tours, and Taster Days.
- Carry out any other duties as directed by the Headteacher commensurate with the general level of responsibility of the post
- Assist with the administration needs of the Student Support Centre.
- Attend staff meetings and school-based INSET as required.
- The postholder is responsible for his/her own self-development on a continuous basis.
- To be aware of and work in accordance with the school’s child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.



- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To undertake other duties appropriate to the grading of the post as required.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Brixham College. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.



Equal Opportunities

- To actively promote the Trust’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a SEN Administrator.

Name:.....

Signed:

Date: