

GRADE:	NJC Grade 5 (Point 17 - 19)
ACCOUNTABLE TO:	WSAPC SENCo's
RESPONSIBLE FOR:	

MAIN PURPOSE

To work with teachers as part of a professional team to organise and support the administration function within SEN, including supporting SEN intervention, standardised assessment and contributing to the overall SEN strategy.

The primary focus of the role is to provide support to two SENCo's overseeing all aspects of administration.

KEY ACCOUNTABILITIES

1. Plan, develop, organise and monitor support systems and procedures
2. Contribute to the development of SEN / Administration policies
3. Provide support, advice and guidance on SEN administrative issues to senior staff, governing body and others as appropriate
4. Liaise with staff and other relevant professionals and feeder schools providing information about pupils as appropriate and provide specialist support / advice to meet the needs of pupils
5. Develop and maintain recording and information systems using the school's MIS systems and appropriate pupil files
6. Responsible for the care of, accuracy, confidentiality, security and maintenance of MIS systems, including the development of procedure manuals and forms in liaison with the SENCo
7. Undertake analysis and interpretation of complex data and produce detailed reports
8. Work alongside the SENCo to support the completion and submission of EHCPs and be responsible for completion and submission of further forms and returns including those to outside agencies
9. Monitor the SEN budget and raise purchase orders as requested
10. Contribute to the development and implementation of Individual Learning Plans for pupils
11. Assess, record and report on development, progress and attainment
12. Organise and attend meetings / reviews, providing an accurate minute taking service as required by the SENCo
13. Be a subject matter expert of specific IT software/systems used within WSAPC, with the ability to use the advanced features of the specific software package, i.e. SIMS, Microsoft Office



GENERAL

- ✦ Remain up to date with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice. This may include attendance at external events and conferences to be able to contribute proactively to changes to and developments of new processes
- ✦ Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- ✦ To participate in training and other learning activities as required
- ✦ To recognise own strengths and areas of expertise and use these to advise and support others
- ✦ To ensure safe use by self and others of equipment and materials
- ✦ To establish constructive relationships and communication with all stakeholders, both internal and external
- ✦ To attend and participate in regular meetings
- ✦ To treat all users of the College with courtesy and consideration
- ✦ To present a positive personal image, contributing to a welcoming College environment which supports equal opportunities for all
- ✦ To promote and ensure the health and safety of all pupils, staff and visitors, (in accordance with appropriate health and safety legislation) at all times
- ✦ Carry out any other duties, commensurate with the post, which from time to time may be necessary for the good order of the College, as directed by the SENCO/Business Manager or Co-Head Teacher



Signed: (post holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.



PERSON SPECIFICATION

Qualifications and Knowledge

- ✦ A good standard of education across a range of subjects
- ✦ GCSE (or equivalent) pass at Grade C or above in English and Mathematics
- ✦ Excellent numeracy/literacy skills
- ✦ Full working knowledge of relevant policies/codes of practice/legislation
- ✦ Working knowledge of national curriculum and other relevant learning programmes

Experience

- ✦ Extensive administration experience
- ✦ Experience of working with challenging and or disaffected children / young people with Special Educational Needs
- ✦ Experience of working within an SEN environment in a school setting.

Skills and Abilities

- ✦ Understanding of principles of child development and learning processes and in particular, barriers to learning
- ✦ Good understanding of SEN in an educational environment.
- ✦ Work constructively as part of a team, understanding roles and responsibilities of staff across the school and your own position within these
- ✦ Ability to self-evaluate learning needs and actively seek learning opportunities
- ✦ Ability to analyse and interpret complex information
- ✦ An ability to work with children / young people, colleagues and parents / carers with a high level of professionalism
- ✦ Able to manage conflict and deal positively with challenging behaviour
- ✦ An ability to maintain focus in challenging circumstances
- ✦ Good organisational skills
- ✦ Ability to proof read documents
- ✦ Good communication and interpersonal skills
- ✦ Ability to maintain confidentiality and deal with sensitive issues effectively
- ✦ Committed to further development of skills through CPD/training etc.

Equalities

- ✦ To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy

Other Requirements

- ✦ Able to move between locations across West Sussex

