



# SEND Administrator

## Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# About the Role

This job is based at Brannel School | Rectory Rd, St Stephen, Saint Austell PL26 7RN.



- ❖ *Are you an experienced, motivated and enthusiastic administrator with an enthusiasm for working in a busy school environment where no two days are the same?*
- ❖ *Could you see yourself as part of our fantastic, committed team co-ordinating additional support for young people who need it most?*
- ❖ *We will provide you with extensive training and support to develop to your full potential both in this role and beyond.*

## **About the Job**

We are looking for an experienced, motivated and enthusiastic person to provide administrative support to our Assistant Headteacher (SENDCo) and Learning Support Team. You will support them with tasks involving policy (overseeing budgets, annual reviews), practice (identifying needs, being aware of different types of SEND, compliance with statutory requirements) and parents (explaining, supporting and advocating to and for parents).

## **About the Team**

Brannel School is characterised by the positivity of our staff and the supportive atmosphere around the school. You will be line managed by the Assistant Headteacher (SENDCo). You will be based in our Learning Support office and will work closely with the Assistant Headteacher (SENDCo), our team of teaching assistants and school administrative staff. You will build professional relationships with individual SEND students and their parents/carers, representatives of the multi academy trust, the local authority and other professionals.

## **About You**

Our ideal candidate for this job will have significant experience of providing administrative support, ideally within a school setting or similar. Our ideal candidate will also have strong values, personal drive, a child-centred approach and the ability to work with patience and collaboration.

## About the School

Brannel School is situated in the heart of rural Cornwall's china clay communities and offers 850 places to students aged 11-16. Our facilities are second to none – the school was completely redesigned and rebuilt in 2011 as a 'School of the Future' at a cost of over £17m. Our school values are Excellence, Creativity and Community. We aspire to be a truly outstanding school, delivering the very best educational opportunities, nurturing academic excellence, and fostering ambition in every one of our students.

## We will offer you:

- An energising and rewarding working environment where no two days are the same.
- A great team environment, working with supportive colleagues who are committed professionals willing to go the extra mile so that our students can achieve the very best results.
- A broad range of opportunities for training and professional development.

## Cornwall Education Learning Trust

Brannel School is part of the Cornwall Education Learning Trust (CELT), which is responsible for educating learners in four secondary schools, one junior school and nine primary schools across Mid-Cornwall from Newquay to St Austell.

## Contact Details

If you wish to discuss this role or schedule a visit to the school in advance of the application submission date, please contact Christine Thomas (School Administrator) on **01726 822485**.



# Job Description

<b>Job title:</b>	SEND Administrator
<b>Job purpose:</b>	This is an administrative post related to provision for students with special educational needs and disabilities (SEND). The main purpose of the job is to provide administrative support to the Assistant Headteacher (SENDCo) and the Learning Support Team.
<b>Reporting to:</b>	Line managed by Assistant Headteacher (SENDCo).
<b>Supervision:</b>	The job holder will work largely on his/her initiative subject to the general and specific direction of the Assistant Headteacher (SENDCo). Support and training will be offered.
<b>Relationships:</b>	Learning Support Team, school staff, individual SEND students and their parents/carers, Multi Academy Trust representatives, Local Authority representatives, external agencies, primary school SENDCo.
<b>Salary grade:</b>	E grade
<b>Working Hours:</b>	30 hours per week, term time only plus 3 Inset days <i>Flexibility on start/finish times can be discussed at interview</i>

## Areas of Responsibility and Main Duties

- ❖ **Provide general administrative support:** Provide general administrative support directly to the Assistant Headteacher (SENDCo) and Learning Support Team. This will include:
  - Acting as the first point of contact for the Learning Support Team, dealing with day-to-day routine correspondence and enquires from students, parents, teachers, teaching assistants and outside agencies in a timely manner, referring queries to appropriate staff.
  - Producing standard letters for the Learning Support Team.
  - Maintaining accurate student records.
  - Organising multi-agency meetings and taking minutes at meetings, as required.
  - Ensuring reports are completed on time and chasing up any missing information or reports from internal and external colleagues.
  - Communicating with parents, external agencies, staff and students.

- ❖ **Data management:** Collate, input and assess a range of data to maintain student information and SEND records. This will include inputting, uploading, storage, tracing, and retrieval of data using the SIMs system to support student tracking and monitoring. This will also involve assisting in the production of statistical reports, lists and other information relating to SEND student records as requested by the Assistant Headteacher (SENDCo) and School Administrator.
- ❖ **Administrative support for the EHCP review process:** Coordinate and organise Education Health Care Plan<sup>1</sup> (EHCP) reviews for high needs students, under the direction of the Assistant Headteacher (SENDCo). This will include keeping up-to-date records, setting up review meetings and keeping channels of communication open and effective between departments and the Local Authority, in liaison with the Assistant Headteacher (SENDCo), parents and appropriate professionals.
- ❖ **Administrative support for the Exam Access Arrangements process:** Liaise with the Exams Officer to coordinate and organise Exam Access Arrangements<sup>2</sup> for individual students, under the direction of the Assistant Headteacher (SENDCo).
- ❖ **Administrative support for Looked After Children:** Liaise with the lead teacher responsible for the development and implementation of Personal Education Plans (PEP)<sup>3</sup> to coordinate and organise support for Looked After Children (LAC)<sup>4</sup>, under the direction of the Assistant Headteacher (SENDCo).

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<sup>1</sup> The EHCP is a document which sets out the education, healthcare and social care needs of a child or young person with a significant and complex special educational need or disability. An EHCP is required when a student's needs cannot be met by the usual support that is available to them in their school or setting; it seeks to secure the best possible outcomes for them across education, health and social care.

<sup>2</sup> Exam Access Arrangements (EAAs) are the reasonable adjustments that can be made for an exam candidate with a significant and long-term impairment and might include things like extra time to complete an exam paper, permission to use assistive technology, or provision of rest breaks.

<sup>3</sup> All Looked After Children must have a Personal Education Plan (PEP) as part of their overall care plan. The PEP is a shared document which includes the information that various agencies need to help their conversations, planning and the delivery of strategies required to make sure the child gets the support and provision needed to succeed.

<sup>4</sup> A child is 'Looked After' by a local authority if he or she is in their care or provided with accommodation for more than 24 hours by the authority.

## **General responsibilities applicable to all CELT staff**

- ❖ Be aware of, and adhere to, all applicable Cornwall Education Learning Trust policies and procedures, demonstrating and promoting the values of the Trust at all times, and working with professionalism in line with the Trust's Code of Conduct.
- ❖ Be responsible for promoting and safeguarding the welfare of children and young people during the course of day-to-day activities around the school site.
- ❖ Promote Equality and Diversity in all aspects of work.
- ❖ Co-operate with the promotion and maintenance of a safe and healthy working environment and own health and safety.
- ❖ Work effectively with other members of staff to meet the needs of all students.
- ❖ Attend staff meetings and Trust-based INSET as required.
- ❖ Be responsible for own self-development on a continuous basis, undertaking relevant training and/or professional development as appropriate.
- ❖ Maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students, and any other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

## **CELT Special Conditions of Employment**

- ❖ Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- ❖ The job holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance '*Keeping Children Safe in Education*'. The job holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.
- ❖ All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

## **Note**

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The job holder may be required to undertake other tasks commensurate with the grade and responsibilities of this job, and to undertake any reasonable duty deemed necessary by the Headteacher/line manager from time to time up to, or at a level consistent with, the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

# Person Specification

	Essential	Desirable	Assessed
Education and Training	<ul style="list-style-type: none"> <li>• Relevant NVQ 3 or equivalent qualification.</li> <li>• Willingness to participate in training and development opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant NVQ 4 or equivalent qualification.</li> <li>• Qualification in supporting learners with additional needs e.g. Level 3 Award In The Role of the Special Educational Needs Coordinator.</li> <li>• Evidence of training and continuous professional development in a work setting.</li> </ul>	Application Form/ Certificates
Experience, Knowledge and Skills	<ul style="list-style-type: none"> <li>• Significant experience of providing administrative support.</li> <li>• Significant experience of maintaining and managing accurate data and records.</li> <li>• Excellent literacy, numeracy, verbal and written skills.</li> <li>• Excellent organisational skills. Ability to work to deadlines, prioritise and manage workload efficiently and independently.</li> <li>• Excellent administrative skills. Ability to work with accuracy and attention to detail.</li> <li>• Excellent IT and data analysis skills. Ability to use a range of standard ICT applications effectively e.g. Microsoft Office, databases and SIMS.</li> <li>• Excellent interpersonal skills. Ability to build effective and professional working relationships with young people and adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of providing administrative support in a school or similar environment e.g. public sector. Experience of working in a SEND/safeguarding role will be a strong advantage.</li> <li>• Knowledge of the SEND Code of Practice and guidelines for schools.</li> <li>• Experience of supporting administrative processes for EHCPs, EAAs, PEPs.</li> <li>• Knowledge of the statutory requirements of legislation concerning safeguarding, child protection, equal opportunities, health and safety.</li> </ul>	Application Form/ Interview
Personal Qualities	<ul style="list-style-type: none"> <li>• A high level of patience and empathy with young people and their parents/carers.</li> <li>• Ability to work independently and as part of a team, understanding school roles and own position within these.</li> <li>• Ability to remain calm in stressful situations.</li> <li>• Ability to maintain confidentiality and work with discretion and tact.</li> <li>• Ability to self-evaluate own learning needs and actively seek learning opportunities.</li> </ul>		Application Form/ Interview
Additional requirements	<ul style="list-style-type: none"> <li>• Commitment to, and identifies with, the values of Cornwall Education Learning Trust and Brannel School.</li> <li>• Commitment to safeguarding, wellbeing and equality.</li> <li>• Commitment to abide by the Data Protection Act and ensure that confidentiality is observed at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• A keen interest in SEND support in schools will be a strong advantage.</li> </ul>	Application Form/ Interview