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**Job Description:** Senco administrator

**Reports to:** SENCO

**Status of Post:** Adminstration

**Salary: Up to £22, 000 dependent on experience**

**Hours:** 8am – 4pm term time only.

**Review and Amendment:** *This job description is to be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher and the position holder.*

**At Wetheringsett Manor we value the wellbeing of all our pupils and employee’s. We are proud to help this by operating a 4-day working week, this is not a contractual change, so your salary is unaffected. You will still receive 100% of your salary for a usual working pattern of 80% of started hours each week.**

**Job Purpose**

We recognise the value and worth of those in our charge and seek to uphold standards of the highest quality; which reinforce the dignity and respect of the individual in an atmosphere, which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination.

The SENCO admin will help ensure that Special Education Needs [SEN] provision is effective and efficiently managed and that all legal and statutory requirements are met for students needing SEN.

The SENCO admin will take on a support role for administration for the school SENCO’s. This would involve collating data and information from a variety of systems to help inform EHCP reviews and other meetings.

The aim of the role is to support the SENCO and promote each child’s individual learning by working with the Head of Education to ensure that EHCP outcomes are fulfilled whilst also ensuring a positive, caring environment is maintained.

To work alongside the SENCO to implement strategies, processes and approaches that are in fitting with the schools’ approach in an administration capacity.

**Expectations**

In fulfilling your role, you will be expected to:

• Ensure that all policies, procedures and practices reflect the school’s commitment to the importance and value of the individual. Ensuring policies and practices promote the ethos of the school and ensure that they successfully reflect good practice and expectations of Wetheringsett Manor School, Ofsted and legal guidance.

• Ensure that all children and young people are treated with dignity and respect, in an environment, which reflects the importance of, and their right to be treated as valuable worthwhile individuals.

• To ensure the SENCO’s have admin support to help them in the effective operational running of the school in terms of interventions and scheduling.

• Take every step necessary to ensure that our children and young people are protected from neglect, abuse and exploitation.

• To support the SENCO in preparing paperwork for meetings and reviews. Implementing the upload of data on to the package ‘Evidence for Learning’ which details aspects of SEN as outlined in EHCP’s.

• As SENCO admin, you will maintain strict confidentiality in all areas of your work.

**Designated Areas of Responsibility**

Co-ordination of the SENCO’s calendars, arranging meetings and EHCP reviews as directed.

As SENCO admin, you support the SENCO’s in ensuring that:

• Adequate support for pupils is documented as highlighted in EHCP reviews, as set out in pupil EHCP’s, and targeted interventions are in place to maximise learning potential for all pupils.

• Set up and maintain a system of structured supervisions for the SENCO to conduct for staff, which is both evaluative, developmental and reflective of good practice. Creating a performance management system in the school, which would enable staff members to receive an annual appraisal.

* Support the writing of review paperwork and chair EHCP reviews, providing clear actions / feedback that is communicated back to staff.
* Have direct contact with parents on a termly basis and have over sight of home-school communication to ensure a consistent approach.
* Be responsible for submitting special exam considerations for pupils, under the direct supervision of the SENCO.
* Maintain the records of school recording systems, specifically Evidence for Learning, sleuth and other evidence-based software in school.
* Support the Designated teacher for the school, liaising with all local authorities, completing PEP paperwork and co-ordinating PEP meetings.
* Help identify the training needs of Staff Team to promote their personal and professional development.
* Contribute to the development and continuous review of policies, which govern the operation of the school. This includes implementing changes and maintaining an SEN policy in line with current and changing regulations and standards.
* Attend and take an active role in meetings.
* Promote and maintain effective channels of communication within the school, organise meetings as required including but not exclusive to: Full staff briefings, EHCP reviews, FSP meetings, PEP’s, CIC’s and Careers guidance meetings.
* Take responsibility for the monitoring of progress in conjunction with the Deputy Head and SENCO.
* Contribute to the annual review process by providing appropriate reports in line with School policy and procedure.
* To attend LAC meetings where appropriate and provide appropriate reports in line with School policy and procedure.

Outside Links:

As SENCO admin, you will help develop and maintain links with the community outside of the school whilst also ensuring you form professional links with other agencies or professional bodies. As SENCO admin, you must promote ‘Partnership’ with parents / carers and liaise closely with them, encouraging collaboration for the personal, educational and social and emotional development of the child.

Accountability:

As SENCO admin, you are accountable to the SENCO’s or in their absence the Deputy Head, and therefore it is your duty to inform them of all matters relating to pupil needs within the school.

Personal Responsibility:

As SENCO admin, you must take a personal responsibility for ensuring you cater for your own training needs, and that you remain aware of all current issues in your field of work.   
Due to the nature of your work, circumstances may arise which are unpredictable and you may be required to carry out duties that are not outlined in this Job Description but are requested by the Head Teacher. On such occasions, we will strive to give you adequate notice and guidance of these duties.