

JOB DESCRIPTION: SENCo Administrator

Reports To: SENCo

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

Purpose of Job:

The SENCo Administrator, under the direction of the SENCo and Headteacher, will:

- Support the SENCo with administration and organisation of appointments, provision and interventions.
- Support the strategic development of special educational needs (SEN) policy and provision in the school.
- Responsibility for day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability.

General Responsibilities

In fulfilling the requirements of the post, the post holder will demonstrate essential professional characteristics, and in particular will:

- Support the SENCo with the strategic overview of provision for pupils with SEN or a disability across the school, monitoring and reviewing the quality of provision.
- Evaluate whether funding is being used effectively and propose changes to make use of funding more effective.
- Maintain an accurate SEND register and provision map.
- Be aware of the provision in the local offer.
- Work with other schools, educational psychologists, health and social care professionals, and other external agencies where/when required.
- Implement and lead intervention groups for pupils with SEN, and evaluate their effectiveness.
- Co-ordinate provision that meets the pupil's needs and monitor its effectiveness.
- Secure relevant services for the pupil.
- Ensure records are maintained and kept up to date.
- Communicate regularly with parents or carers.
- Ensure that if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil.
- Promote the pupil's inclusion in the school community and access to the curriculum, facilities, and extra-curricular activities.

Key Skills and Competencies:

- Developing knowledge of the SEND Code of Practice.
- Effective communication and interpersonal skills.
- Ability to build effective working relationships.
- Good record-keeping skills.
- Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school.
- Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability.
- Ability to work under pressure and prioritise effectively.
- Commitment to always maintaining confidentiality.
- Commitment to safeguarding and equality.

- Excellent Interpersonal and Communication Skills – Written and Oral.
- Ability to develop a full working knowledge of relevant policies/codes of practice/legislation.
- Ability to organise, lead and motivate other staff.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Be familiar with and supporting all staff in following the school's safeguarding policy;
- Be familiar with and comply with; policies and procedures relating to child protection; health and safety; confidentiality and data protection, reporting all concerns to the appropriate person.

School Staff

- Meet regularly with the Headteacher and with those involved in the pastoral structure of the school;
- Liaise on the school's behalf when difficulties arise with families/carers;
- Liaise with staff when arranging to meet with pupils, with a sensitivity to the educational ethos of the school;
- Participate in school review meetings and in-service training (INSET) days to help develop and define school policies regarding pastoral care, behaviour, pupil support;
- Support education staff in preparing reports for, and also attending, annual reviews.
- Develop the school's links to members of the community with regard to developing/supporting the school;
- Liaise with appropriate outside agencies in preparing reports for, and also attending, annual reviews, Early Help meetings and to work towards developing a united strategy when tackling different issues.

Other Duties and Responsibilities

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.