

Job Description

Title of post	<i>SEND Administrator across the City Hub Schools</i>
Salary	<i>Grade E - £26,847 - £28,153 FTE (Actual Salary £13,996 - £14,677)</i>
Hours of work	<i>Full time. Permanent. 22.5 hours per week, TTO + 1 week</i>
Line manager and responsible for reviews	<i>SENDCo's</i>

Purpose of the Post

To provide comprehensive administrative support to the SEND department of all five schools within the Bradford City Hub.

Main Duties/Responsibilities

- Provide administrative support to the SENDCo's in meetings taking notes and locating files and other information as requested.
- Type up notes of meetings and SEND Review documents, to ensure all records are kept up to date and accurate, so supporting the education of our students with SEND.
- Maintain accurate files and records of students with SEND.
- Support the SENDCo's with the SEND identification, assessment, monitoring and the review process ensuring all records are updated regularly.
- Complete administration of student referrals and support the SENDCo's in preparing for a range of meetings with external agencies.
- Oversee room bookings and appointments or external visitors and manage the appointment diary for all the SENDCo's in the hub.
- Organise and timetable initial screening assessments to assist with SEND identification.
- Support the SENDCo's in ensuring accurate records are kept regarding the needs of students with specific access arrangements during SATS or assessments.
- Support with the gathering of evidence from teachers regarding students' normal way of working.
- Liaise with the SENDCo's

Support for Students and Parents/Carers

- Take initial enquiries from parent/carers and communicate them to the SENDCo's as appropriate
- Communication information regularly to parents/carers, including co-ordinating termly Parent Forum meetings and distributing transition information.
- Liaise with parent/carers about appointments and meeting times.
- Prepare relevant documents for EHCP applications, annual review meetings and High Needs Funding.
- Work alongside the SENDCo's to update the SEND Information Report and relevant sections on the school websites.

Support for Teachers

- Ensure all information about students with SEND is recorded and filed correctly so that it is available to teaching staff to support teaching and learning.

- Request and share information about Student progress.
- Support the SENDCo's in communicating strategies to staff to support High Quality First Teaching.
- Collate data for SEND students' identification, progress, target setting, monitoring and intervention purposes.

General responsibilities common to all staff:

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to school health and safety policy including risk assessment and safety systems
- To adhere to school policy on equality and diversity
- To contribute to the overall ethos/aims of the school
- To appreciate and support the roles of other professionals
- Attend and participate in relevant meetings as required
- Participate in training opportunities and professional development as required
- Undertake similar clerical duties commensurate with the level of the post as required by the Headteacher

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.