

Role title: SEN Administrator

Reporting to: Assistant SENDCo

Role outline and accountabilities

To assist the SENDCo with the day-to-day operation and delivery of an effective provision for pupils identified as having Special Educational Needs (SEN); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.

Responsibilities

- To assist in leading the work of the SEND team.
- To assist the SENDCo in leading the provision for SEND within school.
- To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely.
- To support with curriculum resources to ensure that pupils identified as having SEND have the required levels of support.
- To support the SENDCo in managing the implementation of an inclusive curriculum.
- Within the context of the academy's aims and policies, work with the SENDCo to develop and implement intervention groups and support.
- To provide all staff with the support, challenge, information and development necessary to sustain motivation and secure improvement in learning.
- To support learning as allocated by the SENDCo and in coordination with the Headteacher and Directors.
- To support the provision of SEND, including delivering/administering assessments and the writing of Pupil Profiles.
- To liaise with relevant outside agencies to ensure that individual pupil SEN are met effectively and that the requirements of EHCPs are met fully.
- Ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.
- Ensuring that staff are kept informed of pupil's SEN and advise on areas to develop and support.
- Working with the SENDCo and other staff to ensure that Pupil Profiles and EHCPs are used to set targets and match work well to pupils' needs.
- Using data effectively to identify pupils who are underachieving and where necessary create and implement effective plans of action to support those pupils.
- To provide guidance to staff on the choice of appropriate teaching and learning methods and resources, to meet the needs of different pupils.
- To work with the SENDCo to promote an inclusive curriculum and learning environment.
- To liaise with and inform parents/carers about the specifics of the provision for their child under the direction of the SENDCo.
- To contribute to the monitoring of progress of learners.
- To support meetings of SEND staff, communicate information and co-ordinate resulting action.
- To offer advice and support to teaching staff in providing a quality first teach approach, under the direction of the SENDCo.
- To support with the transition process to and from settings and within the school.
- To support the process of access arrangements in liaison with the Exams and Data Manager.
- To liaise with careers personnel to support preparation for adulthood for learners such as College Visits, conferences and application forms
- To promote and actively support Pivot's responsibilities towards mental health and wellbeing of our pupils, your colleagues and your own mental health.
- To treat all learners with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
- To carry out any other duties as requested by your manager.

Person specification

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Attributes	Essential	Desirable
Qualifications and experience	• Experience of working with a range of pupils with Special Educational Needs • GCSE level of education or above • Training in a range of SEND areas of need • Evidence of being able to build and sustain effective working relationships with young people, staff, parents/carers and the community	• Experience of conducting relevant assessments to determine SEN needs • Experience/evidence of working with external agencies (including referrals) • Experience of ASD
Knowledge and understanding	• Knowledge of the SEND Code of Practice • Knowledge of positive relationship building • Understanding of Safeguarding and Child Protection issues	• Knowledge of Arbor and other education databases • Understanding current educational issues and initiatives • Knowledge of Team Teach best practice
Leadership and management	• Experience of working effectively as a member of a team • Experience of liaising effectively with other organisations / agencies • Ability to inspire confidence in staff, students, parents, and others • Capability to deal sensitively with people and resolve conflicts	
Skills and abilities	• Excellent administration skills • Good IT skills • An ability to keep accurate and up to date records • Ability to deal with challenging behaviour • Ability to work under pressure and meet deadlines • Superb organisation skills and the ability to prioritise independently • Good communicator both verbally and in writing to a variety of audiences • Able to handle confidential and highly sensitive information	
Personal qualities	• Reliability and integrity • Adaptability to changing circumstances / new ideas • Commitment to the safeguarding of our students • A commitment to inclusive education • Resilience and perspective • Empathy and respect towards others • Willing to work flexibly to support students	• Determination to succeed and the highest possible expectations of self and others