

JOB DESCRIPTION

JOB TITLE: Administrator - SEND, CIOC, Safeguarding and Pastoral Support

GRADE: Grade G (SCP 9-12)

HOURS: 37 hours pw (TTO + 10 days)

REPORTING TO: AHT – Safeguarding & Pastoral Support/AHT – SENDO (VALT)

MAIN PURPOSE: Organise and manage clerical and administrative systems to support the AHT – SENDCo (VALT) and AAHT SENDCo, AHT – Safeguarding & Pastoral Support & Lead Teacher for CIOC.

TASKS:

Organisation

- Take a lead role in planning, development, organisation and monitoring of support systems and procedures for SEND, Safeguarding and Pastoral Care and CIOC, ensuring compliance with statutory regulations and deadlines.
- As first point of contact for both AHTs and AAHT, manage complex queries from staff, parents/carers and external agencies relating to SEND, Safeguarding and Pastoral matters.
- Manage and maintain the Pupil Appointment Calendar, organising meetings and venues for visitors from outside agencies, e.g. social workers, prevention officers and ensuring that the necessary safeguarding checks have been completed. Collect students and visitors for onsite meetings and return visitors to Reception.

PA Support

- Provide PA support to both AHTs and AAHT by managing diaries, preparing paperwork ahead of meetings, minute taking, managing emails, drafting correspondence, word processing documents and other administrative duties to ensure their time is effectively managed.
- Liaise with Trust and other feeder Primary Schools and prospective parents of Year 5/Year 6 students, including SEND, regarding visits to school and transition.

Administrative Support

AAHT SENDCo/AHT – SENDCo (VALT)

- Respond to SEND related queries from staff, students, parents/carers and external agencies.
- Organise and co-ordinate EHCP review meetings, in line with statutory requirements, including preparation of documents prior to and following the meetings and associated administration to ensure documentation is sent to LA within deadlines.
- Manage the schedule of meetings with parents of SEND students, in line with LA requirements.
- Maintain the SEND Register and SEND One Page Profiles on SIMS, ensuring that staff and parents/carers are kept informed.

- Manage SEND files, including setting up new files, archiving leaver files and responding to requests for file information from other educational settings.
- Produce intervention letters and update teaching groups on SIMS.
- Research the procurement of exam access resources.

AHT – Safeguarding & Pastoral Support & Lead Teacher for CIOC

- Maintain file records for vulnerable students via the CPOMS system, uploading and saving documents and production of reports.
- Prepare documents for meetings including PEPs and EHAs.
- Analyse and evaluate data/information as requested, i.e. student data.
- To undertake in complete discretion and in confidence, tasks as directed, which may be of a sensitive and confidential nature.
- Assist with the preparation and timely production of PSHE documents and resources on a weekly basis, as needed.
- Maintain and monitor the safeguarding training register.

Year 6-7 Transition

- In conjunction with the Year 7 Transition Lead, manage the Year 6 to Year 7 transition process in line with the required guidelines.
- Maintain and issue the Year 7 Application Form on the Admissions+ system for parents/carers to complete.
- Monitor and chase up the Year 7 Application Forms to ensure that they are completed correctly and are received within the required timescales.
- Obtain and collate background information from the primary schools on the Year 6 students who are allocated a place.
- Issue communications to parents/carer and primary schools to keep them up-to-date with the transition process.
- Prepare and assist with the arrangements and communications for the student induction days and parent/carer information evening.
- Assist with any arrangements needed for the new school term to support the transition process.
- Transfer the Application Form data for the Year 7 students from Admissions+ to SIMS.
- Respond to queries and follow-up actions to ensure deadlines are met.

Admin Team Support

Support the wider administrative team, as required, by undertaking reception duties, answering routine telephone calls, supporting students queries and treating first aid.

Responsibilities

- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and, reporting all concerns to an appropriate person.
- Be aware of and comply with data protection in accordance with the General Data Protection Regulation (GDPR) and Trust Policies.
- Be aware of and support difference and ensure Equal Opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.

- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Signed:

Date:

PERSON SPECIFICATION

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	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • NVQ 3 or equivalent qualification/experience in a relevant discipline e.g. Business Administration • Willingness to participate in training and development opportunities 	<ul style="list-style-type: none"> • NVQ 4 or equivalent qualification in a relevant discipline.
EXPERIENCE:	<ul style="list-style-type: none"> • Previous experience of working in an administrative/clerical role. • Experience of development, management and operation of administrative systems • Staff supervision 	<ul style="list-style-type: none"> • Previous experience of working in a safeguarding/SEND role.
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills • Strong ICT and data analysis skills. • Excellent communication skills • Analytical and problem-solving skills. • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • An ability to fulfil all spoken aspects of the role with confidence through the medium of English 	<ul style="list-style-type: none"> • Knowledge of SEND and safeguarding
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Friendly and approachable manner • Self-motivated • Flexible approach to work • Professional approach • A commitment to working as part of the whole school team and supporting the vision and aims of the school 	