



King's Academy
Easthampstead Park

Job Description: SENd Administrator

Location: King's Academy Easthampstead Park (KAEP)

Department: Learning Support

Pay Grade: KGA05 (points 6 to 9) – FTE £27,202 to £28,968, starting on £14.10 per hour

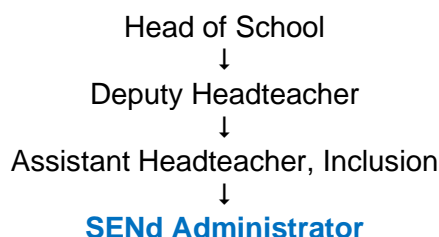
Actual Starting Salary: £22,850 per annum inclusive of London Weighting and Holiday Entitlement, plus a First Aid Allowance upon receipt of qualification

Hours: 37 hours per week, Monday to Friday, Term time only

Core Hours: 8am – 4pm (3.30pm on Friday) including a 30 minute unpaid break to be taken flexibly

Although most work will be during these hours some flexibility would be required for after school or evening meetings which you would manage within your working week in agreement with your Line Manager

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the conditions of employment, as the needs of the school require, but only to an extent consistent with those conditions of employment and only after consultation with you.

All post holders are expected to support the schools' vision, values and beliefs and familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate.

All employees working with children, young people and vulnerable adults are responsible for safeguarding and promoting their welfare.

Job purpose

You will be the administration support to the Assistant Headteacher Inclusion and Learning Support team. You will liaise with parents, students and outside agencies to facilitate the smooth running of the department.

Designation of post and position within the Department Structure

The post holder works closely with, and is line managed by, the Assistant Headteacher Inclusion, who is the school SENCO (Special Educational Needs Co-ordinator) and leads on work in support of students designated as pupil premium.

Main Duties and Responsibilities

Assist the Assistant Headteacher Inclusion with clerical and administration duties to enable the effective function of the Inclusion area. These may include the following:

- Maintain an overview of students' records and reports linked to statutory requirements including EHCPs.
- Ensure information required to contribute to the review process for each student subject to an EHCP is prepared in a timely fashion and circulated to the relevant parties.
- Support the AHT Inclusion in calendar management, by providing support in making appointments with parents, agencies, students and ensuring rooms are available.
- To maintain and build supportive relationships with parents and external agencies.
- Deal with routine and non-routine enquiries as appropriate, including the need to deal with often complex and/or sensitive matters.
- Preparing letters to inform parents of actions taken in support of their child. These will include changes to the child's status on the SEND register, outcomes of testing and access to specialist support.
- Prepare and publish student profiles or IEPs containing information and support strategies used by staff to meet a child's needs in the classroom and update as required.
- Coordinating information received from staff regarding a child's progress and summarise.
- Prepare and circulate SEND documents as requested to staff or other relevant parties.
- Ensure accurate filed records are maintained for each child on the SEND register.
- To ensure that effective electronic records are maintained with all due reference to legislation and issue of confidentiality and accuracy.
- Enter data on interventions and support that each child receives into a provision mapper so that an overview of support can be maintained.
- Provide administration support to the school's Child Protection Officers and be aware of their calendars and commitments so that safeguarding cover can be ensured.
- Be aware of support staff working with EAL students and make available information needed to support this group.
- Maintain a register of ASD students and support the social skills lead in ensuring all students have access or sessions booked as required.
- Minute meetings and briefings as required.
- Maintain an organised and efficient working environment.
- Relay messages to key staff as appropriate.
- Liaise with Welfare, Attendance, the school's FSA and the Raising Standards Team in support of the school's values and vision.
- To undertake other duties appropriate to the grading of the post as required.

Supporting the Academy

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

- Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

KAEP

It takes a whole community to raise a child

KGA

HONESTY: A workplace where everyone feels safe and able to express their thoughts and ideas.

FAITH: We will encourage others to have faith in their own capabilities.

COURAGE: We embrace diversity and champion inclusivity.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

Health, Safety and Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

Equity, Diversity and Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.

Successful appointment would be subject to:

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported.



King's Academy
Easthampstead Park

Person Specification: SENd Administrator

Key Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Good standard of both spoken and written English • Minimum of 5 GCSE's or equivalent, including Mathematics and English or equivalent • First Aid qualification (training to be provided) 	<ul style="list-style-type: none"> • Relevant work experience within a school or college environment • Knowledge of educational or Local Authority administration systems • Ability to touch type
Competence Summary (Knowledge, abilities, skills and experience)	<p>Knowledge of office administration packages and their application and use within a professional office environment.</p> <ul style="list-style-type: none"> • Word or Google docs • Excel or Google sheets • PowerPoint or slide share • Publisher • Outlook or Gmail - diary and email • Organised • Effective time management • Effective oral and written communication • Ability to maintain strict confidentiality of information processed as part of the role. 	<ul style="list-style-type: none"> • Knowledge of Arbor MIS applications • Ability to use and create databases
Work related personal requirements	<p>Enthusiastic outlook</p> <ul style="list-style-type: none"> • Committed to equality of opportunity • Maintain confidentiality • Sense of humour • Empathy, resilience, persistence • Flexibility 	
Other work requirements	<ul style="list-style-type: none"> • Be a First Aider for which training will be provided • Participate in training and development activities • To take part in the Appraisal process in school, taking responsibility for your own professional development and undertaking training as appropriate 	
Safeguarding and Child Protection requirements	A satisfactory enhanced DBS check which will be conducted by us if you are appointed.	