



Job Description

Job Title: Inclusion & Consequences Administrator

Reporting to: Vice Principal - Deep Support

Grade: 4

Overall purpose of the post:

- Assist with the general administration of inclusion including providing support to the Inclusion Co-ordinator.
- Supervise the Reflection Room on a day to day basis ensuring established rules and guidelines are adhered to.

Main duties and responsibilities:

- Provide admin support as and when required to the Inclusion Co-ordinator
- Assist with the updating and maintenance of the SEN and Inclusion registers, records and databases.
- Assist with the general administration of inclusion within the academy.
- Assist with producing word processed correspondence / documents as required for the inclusion team.
- Carry out supervision of students in the isolation room on a day to day basis
- Ensure the rules and guidelines of the reflection room are adhered to and enforced fairly.
- Assist the Consequences Manager with the administration of the consequences system.
- Make and receive telephone calls to/ from parents, professional agencies, the LA, other schools and commercial organisations for routine information
- Liaise closely with the Data Officer to ensure that the content of the SEN/Inclusion register is accurate and entered on to the MIS within agreed timeframes
- Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust.
- Demonstrating an active commitment to their own professional development.
- To comply with Trust policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, Staff, Board and Academy Council members, parents and any other visitors to the Academy.