



Job Description

Job Title: Inclusion Administrator

Reporting to: Inclusion Co-Ordinator **Grade:** Grade 2

Overall purpose of the post:

Provide full administrative support to the Inclusion Co-Ordinator and the SEN Team to support the learning of students and the compliance of statutory duties outlined in the SEND Code of Practice.

Contribute to an atmosphere of respect, recognition, optimism, celebration and mutual support in the school which promotes equality within, and values the diversity of, the school community.

Main duties and responsibilities:

- Maintain the SEN filing system.
- Produce all word processed correspondence / documents as required.
- Update and maintain the SEN Register.
- Maintain sections of the shared network area.
- Take responsibility for word processing Individual Education, Health and Care Plans, interim Progression Reviews and ensure these are circulated to all relevant parties within statutory duty set deadlines.
- Take responsibility for word processing Learner Profiles, Supporting me to Learn Plans, My Support Plans and SEN Reviews to within set deadlines of Inclusion Co-Ordinator.
- Liaise with the Inclusion Co-Ordinator regarding administration for students with SEN/D.
- Undertake the administration of all Review meetings, including: setting dates of the meetings collation of staff reports, completion of review meeting performance; sending out letter invites; circulation of necessary reports and documents for all parties.
- Collate, copy and circulate reports on SEN students as advised by the Inclusion Co-Ordinator.
- Attend and take notes at meetings, produce and circulate minutes as necessary.
- Attend Academy events as and when necessary.
- Support the Inclusion Co-Ordinator with the administration of the SEN budget.

- Make and receive telephone calls to/ from parents, professional agencies, the LA, other schools and commercial organisations for routine information.
- Provide administrative support as requested for withdrawal sessions, exam special arrangements, SEN staff timetables.
- Develop / maintain SEN documents / policies on the school's ICT information system.
- Liaise with staff to collect feedback and ensure timely reporting of EHCP Reviews, SEN Reviews, My Support Plan and Supporting Me to Learn Plan, and also any other Annual Review documentation.
- Inform staff of statutory obligations regarding SEN regularly using Staff Bulletin and email.
- Maintain SEN notice board.
- Maintain the provision map of all SEN support.
- Liaise closely with the data clerk to ensure that the content of the SEN register is accurate and entered on to the MIS within agreed timeframes of Census.
- Provide the administrative support for any interventions and home visits the Inclusion Co-Ordinator delegates.
- Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the school.
- Demonstrating an active commitment to their own professional development.
- Undertaking any duties, consistent with this position, which might, from time-to-time, be assigned by the Principal.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy 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.