



# Job Description

**Job Title:** Administrator (Consequences and Inclusion)

**Reporting to:** Inclusion Coordinator

**Grade:** Band 4

## Overall Purpose of the Post

Manage the Consequences organisation and room, ensuring established rules and guidelines are adhered to, coordinating the support provision for students who need assistance in overcoming barriers to learning.

Provide administrative support to the Inclusion Coordinator and Inclusion Team to support the learning of students.

## Main Duties and Responsibilities

- Maintain the Consequences room and ensure it provides an appropriate environment for students.
- Contact parents, informing them of individual students' behaviour, Consequences or exclusions as part of effective lines of communication between the academy and home.
- Administer appropriate sanctions and monitor the behaviour and progress of these students, coordinating C5s and liaising with parents, students and staff.
- Organise and provide appropriate work and supervision to these students and be responsible for them until an appropriate member of staff is available
- Provide information, reports and analysis on student behaviour.
- Provide admin support as and when required to the Inclusion Coordinator.
- Assist with updating and maintaining the SEN and Inclusion registers, records and databases and maintain SEN/Inclusion sections of the shared network area.
- Liaise with the Inclusion Coordinator regarding administration for students with AEN.
- Undertake the administration of review meetings, including: collation of staff reports, completion of review meeting proformas; 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
- Maintain the Inclusion filing system.

- Fire Marshall duties in the case of Fire and/or Emergency Evacuation.
- Willingness to undertake First Aid duties.
- To comply with the School's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Comply with academy policies and procedures at all times.

### **Special Features**

- 37 hours per week, 39 weeks

### **Personal Contacts**

**External:** Contractors, suppliers, parents and external agency professionals.

**Internal:** Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.