



# Job Description

**Job Title:** Inclusion Administrator

**Reporting to:** Inclusion Co-ordinator

**Grade:** B+

## **Overall purpose of the post:**

Provide administrative support to the Inclusion Co-ordinator and Inclusion Team to support the learning of students.

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

## **Main duties and responsibilities:**

- Record the deployment of Teaching Assistants;
- Produce correspondence/documents as required;
- Update and maintain the SEN and vulnerable student Register;
- Maintain SEN/Inclusion sections of the shared network area;
- Take responsibility for producing Individual Education Plans and their reviews and ensuring these are circulated to all relevant parties;
- Liaise with the Inclusion Co-ordinator regarding administration for students with AEN;
- Undertake the administration of all review meetings, including: collation of staff reports, completion of review meeting pro-formas; 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;
- 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 tuition sessions, exam special arrangements and Inclusion staff timetables;
- Develop/ maintain SEN documents/policies/records;
- Liaise with staff to collect feedback and ensure timely reporting of IEP and Annual Review documentation;
- Inform staff of statutory obligations re Annual Reviews regularly using Staff Bulletin and email;

- Produce reports from Praising Stars on cohorts of students;
- Provide admin support to Inclusion Co-ordinator;
- Maintain the provision and vulnerable map of all inclusion support;
- Liaise closely with the data clerk to ensure that the content of the SEN/Inclusion register is accurate and entered in the agreed timeframes;
- Invigilate for students with access arrangements.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where 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 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.