

# Job Description

**Post Title:** Inclusion Administrator

**Establishment:** Outwood Academy Ormesby

**Grade:** Grade C 35 hours TTO plus 1 week

**Reporting to:** Inclusion Coordinator

## **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 school which promotes equality within, and values the diversity of the school community.

## **Main duties and responsibilities:**

1. Produce all word processed correspondence/documents as required.
2. Update and maintain the SEN Register.
3. Maintain SEN/Inclusion sections of the shared network area.
4. Take responsibility for word processing Individual Education Plans and their reviews and ensuring these are circulated to all relevant parties.
5. Liaise with the Inclusion Co-ordinator regarding administration for students with SEN.
6. Undertake the administration of all review meetings, including: collation of staff reports, completion of review meeting proformas; circulation of necessary reports and documents for all parties.
7. Collate copy and circulate reports on SEN students as advised by the Inclusion Co-ordinator.
8. Attend and take notes at meetings, produce and circulate minutes as necessary
9. Support the Inclusion Co-ordinator with the administration of the SEN budget.
10. Make and receive telephone calls to/from parents, professional agencies, the LA, other schools and commercial organisations for routine information.
11. Provide administrative support as requested for tuition sessions, exam special arrangements and Inclusion staff timetables.
12. Develop/ maintain SEN documents/policies on the school's ICT information system.
13. Liaise with staff to collect feedback and ensure timely reporting of IEP and Annual Review documentation.

14. Inform staff of statutory obligations re Annual Reviews regularly using Staff Bulletin and email.
15. Maintain SEN notice board.
16. Provide admin support to Inclusion Co-ordinator.
17. Maintain the provision and vulnerable map of all inclusion support
18. Liaise closely with the data clerk to ensure that the content of the SEN/Inclusion register is accurate and entered in the agreed timeframes.
19. Provide support for MAST referrals, interventions and home visits.
20. 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.
21. Demonstrating an active commitment to their own professional development.
22. Undertaking any duties, consistent with this position which will be assigned by the Principal.
23. Maintain the Inclusion filing system.
24. Fire Marshall duties in the event of a fire and/or emergency evacuation.
25. 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.