

JOB DESCRIPTION

JOB TITLE:	SEND Support Administrator
DIRECTORATE	INSPIRE SEND Provision
CURRICULUM AREA	INSPIRE
RESPONSIBLE TO:	Cross College SENCO/Manager
RESPONSIBLE FOR:	No subordinate staff

MAIN TASKS AND RESPONSIBILITIES:

1. Administration for EHCP Annual Review meetings and EHCP Documentation
2. Administration for Support Discussions and Consultation process
3. Administration for SEND Team activities /responsibilities
4. Triaging of enquiries and information requests.

1. Administrative Duties

- Ensures that all documentation is appropriately maintained in an accurate manner.
- To support SEND Provision team activities, including transition visits and enrolment.
- Receives enquiries and messages and deals with all internal and external communications effectively and efficiently in a confidential manner.
- To provide effective administrative support to systems and processes; including dissemination of SEN information cross-college, maintaining the SEND database, SEND profile information and support plan repositories.
- Monitors the SEND mailbox.
- The administrative assistant will ensure that all appropriate paperwork associated with EHCPs is kept up to date and is available for all staff and for monitoring processes.
- The administrative assistant will be responsible for the booking of EHCP Annual Review meetings, including preparing review documentation, taking meeting notes as required,

typing up review notes and submitting completed reviews to SEND Operations.

- To track and monitor and chase for consultation documentation from the local authority.
- The administrative assistant will be responsible for raising purchase orders.

2. Administration for Initial Assessment

- Monitors the SEND mailbox.
- Assists with the arrangements of interviews and their outcomes, ensuring timely information is given.
- Ensures that the information and advice given to potential students and their parents/carers is accurate and supportive.

3. General responsibilities

- To take personal responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
- To contribute to the attainment of the College's strategic objectives as appropriate.
- To comply with all College policies, procedures, practices and rules as may be made from time to time.
- To take responsibility for own professional development and ensure up to date knowledge on all areas associated with learning support administration.
- To take an active part in staff development and appraisal systems.
- To undertake such other duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your present place of work or any other establishment for which the College provides services.

NB: In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.