

JOB DESCRIPTION

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

MAIN TASKS AND RESPONSIBILITIES:

1. Uploading of SEND records to systems.
2. Tidying up of data and associated tasks.

1. Uploading SEND documentation

- Ensures all SEND support plans and records are moved to the new intranet micro site effectively and within time frames.
- Tidying up of files and records as directed.

2. 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.