



## CONFIDENTIAL – Priory School

### Job Description

Job Title	SEN Administrator	Job Holder	
Author	Sarah Moore	Date Created	March 2020
Date Reviewed		Next Review Date	

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

### Outline Description of Role

To support the Mainstream SENCO in providing an accurate, effective and efficient administration provision for the school, specifically relating to SEN children

### Key:

E – Of Essential Importance and Central to Job Role  
D – Desirable

Responsibilities		E	D
1.	Assist the Mainstream SENCO in managing the day to day operation and provision made in the school for pupils with SEND.	✓	
2.	Assist with Annual Review process by arranging the meetings in line with the annual schedule, providing the appropriate supporting documentation and attending the meetings to take minutes, ensuring that they are accurate and timely and distributed to the appropriate people.	✓	
3.	Effectively deal with telephone calls, taking accurate messages and appraising and actioning any emergencies.	✓	
4.	Ensure that all pupils with SEN have accurate records on SIMS. This will include ensuring that up to date copies of all paperwork are scanned in and saved and that Pupil files contain hard copies of all reports.	✓	
5.	Provide support with the transition of pupils from and to other settings to include: contact with the school to ensure correct paperwork is received/sent, assessment data sought and contact with parents to ensure Pupil Registration forms, medical and consent form etc are received.	✓	
6.	Provide a high level of word processing support to the SENCO ensuring that all work is carried out in a timely manner and that it is distributed and filed appropriately for easy retrieval.	✓	
7.	Effectively coordinate and prepare for multi-agency meetings, keeping all parties informed of dates and expectations.	✓	
8.	Provide communication to parents and carers of the pupils with SEN under the direction of the SENCO.	✓	
9.	Support the teachers who are organising class trips and clubs for children with SEND.	✓	



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10.	Support the SENCO to ensure that all documentation relating to SEND children (particularly those with EHCPs), to include but not be limited to Care Plans, IEPs, PEEPs, Behaviour Plans, Risk Assessments, are up to date and filed appropriately for easy retrieval.	✓	
11.	In liaison with SENCO, maintain the SEN budget sheet and produce Purchase orders Request forms for required SEN resources.	✓	
12.	To maintain the SEN tracking sheet and liaise with class teachers to ensure that all referrals, requested student checklists etc are completed by teachers and returned to relevant agencies in a timely manner.	✓	
13.	To maintain and coordinate the RNIB Bookshare logins and keep track of books that are being allocated to pupils to ensure that relevant pupils (VI, dyslexic and ASD) are given appropriate access to suitably modified books.	✓	
14.	To keep a log of all children recorded on the SEN register (K Code) and ensure that they have an up to date IEP on SIMS and that a signed copy is held in the Pupil File in the office.	✓	
15.	To assist the SENCO in responding to consultations by organising visits to observe children in their settings, where appropriate, and ensuring the response is sent by required date.	✓	
16.	With guidance from SENCO liaise with all therapists/Educational Psychologist and help coordinate referrals from CTs as necessary.	✓	
17.	To assist the SENCO to coordinate requests for funding (eg EYIF and EHCPs) – sending to the LA and keeping track of any further responses required.	✓	
18.	To attend Inclusion Team Panel meetings and maintain tracking spreadsheet and report back to teachers any required actions	✓	

Duties		E	D
19.	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Priory School leadership team.	✓	
20.	Contribute to and exemplify the values of the Priory School. The post-holder will be expected to comply with any reasonable request from the Head Teacher and Board to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	✓	
21.	Understand and comply with the Support Staff Standards at all times.	✓	
22.	Actively promote the inclusion of all children into whole school activities.	✓	
23.	Actively seek opportunities for professional development.	✓	
24.	Be aware of and respect all children's religious beliefs and cultures.	✓	
25.	Support, promote and comply with decisions and policies agreed by the SLT and the governing body.	✓	
26.	Develop effective, professional working relationships with colleagues	✓	
27.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.	✓	
28.	Undertake a 30-minute duty each week.	✓	



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Compliance		E	D
29.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.	✓	
30.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.	✓	
31.	In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times	✓	
32.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.	✓	
33.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.	✓	