

SEND Administrative Assistant and Learning Support Assistant Job profile

Fixed Term Contract – to cover maternity leave



Core purpose

To cover a maternity leave, to work under the direction of the SENDCo to carry out daily administrative tasks relating to SEN. To work under the direction of the SENDCO, teaching staff and SLT to undertake work, care and support programmes to facilitate learning of students with Special Educational Needs, assisting teachers to implement support strategies included on One Page Profiles. Under the direction of the SENDCo, to plan and deliver one-to-one and small group evidence-based interventions to targeted students. To record students' progress accurately. To assist with examination invigilation/support as required. To accompany and supervise designated students on educational trips and visits as required.

General Responsibilities (all staff):

- Perform duties and attend meetings as reasonably required.
- Participate in the School's performance management scheme.
- Undergo in-service training where required.
- Contribute to the school's pastoral system.
- Observe and implement current school policies and good practice.
- Contribute to the overall Christian ethos/work/aims of the school.
- Carry out such particular duties as the Headteacher may reasonably direct from time to time.

Support for the School:

- Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, SEN Code of Practice as well as general staff procedures.
- Contribute to the overall ethos, vision and aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Accompany teaching staff and students on visits, trips and out of school activities as required.

Key Responsibilities – SEN Administrator:

- Under the direction of the SENCo, collate and prepare paperwork relating to assessments, GCSE access arrangements, EHCPs and referrals to other agencies.
- Under direction of the SENCo, liaise with parents of students with SEN and/or social, emotional, mental health issues to arrange parent meetings, respond to parent emails and respond to phone calls.
- Share good practice with and train other LSAs in relation to the use of ICT when necessary.

Key Responsibilities – Learning Support Assistant (LSA):

- Plan and deliver small group intervention (e.g., Reading for Meaning, Pre-reading).
- Monitor and evaluate student responses to learning activities (including intervention workshops) through a range of assessment and monitoring strategies against pre-determined learning objectives, recording this to provide evidence of the range and level of progress and attainment.

- Under the direction of the SENCo, support the learning of students with specific needs in lessons by liaising with teachers in classes on a regular basis.
- Be aware of and support differences to ensure all students have equal access to opportunities to learn and develop.
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individuals' needs.
- Establish productive working relationships with students, acting as a role model and setting challenging and demanding expectations that promote self-esteem and independence.
- Encourage students to work and act independently as appropriate.
- Assist with the development and implementation of One Page Profiles.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Record students' progress providing feedback to students and relevant staff
- Provide support for students with examination Access arrangements when necessary.

Key Administrative Duties

To support the SENCO:

- Manage the SENCo's diary, diarising meetings with parents and outside agencies.
- Answer enquires, email, send letters and reports to parents/outside agencies.
- Liaise with parents, the LA and other stakeholders as necessary.
- Work with the SENCo to ensure all annual review paperwork is completed and submitted on time.
- Under the direction of the SENCo, update the SEN Register and other records.
- Collate SEN statistical returns, as requested.
- Update students' SEN status on Bromcom in line with the SEN register.
- Under the direction of the SENCo, write and update key documentation including provision maps and One Page Profiles.
- Manage up to date record keeping (e.g., workshop overview, impact reviews from LSTs and teachers, student personal files).
- Support the SENCo in the completion for Form 8s for GCSE access arrangements.
- Schedule and manage external assessment of students who are identified as potentially qualifying for GCSE access arrangements.
- Support the SENCo in gathering evidence from departments to back-up access arrangements for students with SEN.
- Maintain a record of GCSE access evidence to back-up the application to JCQ.
- Working with the SENCo, submit the application for GCSE access arrangements within the JCQ deadline.
- Timetable examination access for students with SEN during termly assessments – from Years 7 to 13 - communicating this to Heads of Department, relevant teachers and LSAs.
- Update student records as appropriate and assist the SENCo with more complex paperwork as and when necessary.
- Under the direction of the SENCo, carry out LUCID, reading and spelling tests when necessary, ensuring data is recorded, reviewed and communicated to relevant staff and agencies.
- Organise SEN transition day for Year 6 students, liaising with parents and primary schools and preparing relevant resources.
- Schedule and manage IAG visits for students, liaising with the LA and parents.
- Under the direction of the SENCo, assist with the ordering of resources needed for the department.
- Carry out any other duties as directed by the SENCo commensurate with the general level of responsibility of the post.

Person Specification:

Knowledge, skills and qualities:

- Has levels of numeracy and literacy equivalent to GCSE A-C/ Level 4 or above.
- Experience of working in an educational environment (desirable).
- Demonstrates a genuine interest in working in an education support environment.
- Embodies the Christian values of the school.
- IT literate: especially with Microsoft Office (particularly Word, Excel, Outlook and PowerPoint), knowledge of Bromcom, CPOMS and Edukey would be desirable.
- Previous business/administrative support experience.
- Able to work accurately and use own initiative.
- Strong attention to detail.
- Ability to prioritise workload.
- Maintains confidentiality of position.
- Eager to take personal responsibility to ensure the job gets done.
- An efficient and organised individual with an ability to communicate at all levels.
- Awareness of the Special Education Needs Code of Practice would be desirable.
- Always demonstrates professionalism.
- The ability to relate well to children and adults, including where necessary, the capacity to demonstrate a warm, but firm approach suitable for working with vulnerable students noting as appropriate where safeguarding concerns may be exhibited.
- The ability to work constructively as part of a team, understanding administrative and classroom roles/responsibilities and own position within these.
- Willingness to participate in further development and training opportunities.