



Job Description SEN Support Assistant/Administrator

EXCELLENCE

Ambitious
Courageous
Achieving
Leadership

CREATIVITY

Risk taking
Flexible
Inquisitive
Reflective

VISION

BSfG skills
Values
Technology
Global

Job Title	SEN Support Assistant/Administrator
Line Manager	Administration Manager
Salary Scale	Scale 5 point 11-15, 36 hours, 40 weeks per annum. The role will be split between 21.5 hours in SEN and 14.5 hours in Admin
Main Purpose of the SEN Support Assistant and Administrator role	<ul style="list-style-type: none"> To ensure that SENDCO, the ASD Centre and EAL have full administration support. To provide consistently efficient first class administrative support to the teaching and support staff in line with the schools vision and values.
<ul style="list-style-type: none"> Specific Duties & General Responsibilities for SEN Assistant role 	<ul style="list-style-type: none"> To keep and maintain all records relating to the SEND (on SIMS, SEN paper files and notes on main school files and to be aware of requirements for retention of such papers until the child reaches age of 35 – check updates 2014/15- to then file alphabetically showing date for disposal. To be responsible for all filing relating to the SEN papers for individual students. To be responsible for checking all new Year 7 student files informing the SENCO/Year Leader/Attendance Officer and EAL departments of likely involvement or past issues. All new files to come to the SEN Administrator to be set up and put in the main school office. To prepare documentation connected to Annual Reviews of statements/educational, health and care plans. EHCP needs assessments paperwork as required. To prepare paperwork for referrals to outside agencies (EHCP needs assessments, EHA referrals to Teaching Support Service and Education Psychologist etc.). To prepare EHA referral documents in order to obtain outside agency involvement. To liaise with outside agency staff (eg. planning meetings) and inform all those who need to know. To liaise with the Heads of Year/CP Officer and teachers on SEN related issues. To maintain telephone contact with parents as directed by SENCO. To ensure provision for students is entered on to and given an end date on SIMS as required for the TA, Teachers, outside

	<p>agencies etc. as necessary and generate reports as required.</p> <ul style="list-style-type: none"> • To record SEN events on SIMS. • To ensure all students have an SEN status on SIMS including other specific groups if required. • To be responsible for all other duties as directed by the SENCO. • To update the student services appointments list as required (counselling appointments). • Have an awareness of the New SEND Code of Practice. • To supply Year Leaders with info as required, such as for referrals, prior to exclusions and similar. • To maintain SEN diary and meet and greet visitors as necessary. • To act as point of call for parents and outside agencies. • To support the EAL Department as and when required.
<ul style="list-style-type: none"> • Specific Duties & General Responsibilities for Administrator role 	<ul style="list-style-type: none"> • To work closely with other members of the Administration Team to fully support all members of staff with providing good quality administration via the 'Administration Pool' . • Management of administration for daily list of detentions and follow up, keeping SIM's regularly updated with student info e.g. change of address behaviour, tracking etc. To include ensuring data is accurate and up to date. • Taking and producing confidential minutes for meetings as requested and making sure these are distributed promptly. • Cover Reception and assist with all relevant tasks including mail in and out; phone calls; gates; visitors and enquiries as and when required. • Greet and welcome visitors in an appropriate way and organise hospitality as required. • Ensure important documents are photocopied and filed for use in Main Office and student files. • Type up whole school correspondence as required including for members of the Leadership team. • Type up presentations for members of the Leadership team as required. • To assist with filing and archiving student records with other members of the Admin Team. • Administration liaison and co-ordination of hospitality for in school events such as parent's evenings, open evenings, interviews for Year 8 option choices, school photographs etc . These tasks to be shared amongst other members of the team. • To be responsible for all other administration duties as directed by Administration Manager.
PERSONAL AND PROFESSIONAL CONDUCT	
	<ul style="list-style-type: none"> • Treat pupils and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position. • Having regard to the need to safeguard pupils' wellbeing in accordance with statutory provisions. • Show tolerance of and respect for the rights of others.

- Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Confidentiality

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 Brentford School for Girls or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

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 Data Protection Act 1984.

**Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
Staff at Brentford will also be responsible for any other duty deemed reasonable as directed by the Headteacher.**

Signed: _____

Date: _____