



# West Park

*'A caring school where we put pupils and their achievement first'*

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## Job Description

### **SEND Administrator**

### **Grade Points 3 – 11**

### **Responsible to the Special Educational Needs Co-ordinator (SENCo)**

#### Role

To assist with all aspects of School and Special Educational Needs and Disabilities (SEND) administration as directed.

#### Main Responsibilities

##### General

- Input and maintain information relating to the school pupil administration system (including SIMS and Provision Map) and produce appropriate data from the system as required
- Carry out telephone duties as required
- Carry out postal duties, including distribution of mail
- Liaise with pupils, staff and visitors and to deal with enquiries as appropriate
- All administration relating to Primary transfer, including liaising with external agencies, checking records when they arrive and using the portal to compile the Learning Support File
- Compile required documents using Word / Excel
- Order resources and stationery required by the SEN department via the school systems

##### SEND

- Organisation of Education and Health Care Plan (EHCP) reviews including requesting of information from teaching staff and liaison with parents
- Attend statutory reviews i.e. taking minutes and compilation of reviews for signing by the SENCo, liaison with parents and passing on of the relevant information to the local authority via an encrypted system
- Carry out maintenance and updating of pupil SEN records as directed

- Assisting Access Arrangements Assessor and Access Arrangement Co-ordinator with administration tasks
- Undertake historical data selection for Access Arrangement Histories of Need
- Quality control of teaching assistant targets for Multi Element Plans and Pupil Passports
- Quality control of teacher input on Multi Element Plan and EHCP reviews
- Transfer of confidential SEN information to colleges before transition or when requested
- Co-ordinate outside agency visits to SEN pupils and liaison with outside agencies e.g. STEPS and the Educational Psychologist
- Compose letters to parents as opposed to typing up a letter provided
- Update parents regarding SEN and interventions accessed by pupils
- Assist with the compilation of statistical returns as appropriate

#### Other

- To carry out any other reasonable duties within the scope of the post as directed