

Highgate Wood School is a mixed, community, comprehensive school, situated in the Crouch End playing field area of the London Borough of Haringey.

Age range: 11 – 18

Number on Roll: 1450 including 210 in the Sixth Form

Post Title: SEN Administrator

Grade: Scale SC6 / 36 Hours / Term Time Only

Responsible to: SENDCO

Main purpose of Position:

- To be responsible the Learning Support Department and Special Educational Needs & Disability administration.

OUTLINE

We are looking to appoint an able individual to act as SEN Administrator. The post holder will provide efficient and professional clerical and administrative support to the SENDCO and Learning Support team.

The role requires someone who pays meticulous attention to detail, has energy, enthusiasm, a calm manner, the ability to prioritise, a flexible working approach and being able to cope with conflicting demands and interruptions in order to meet internally and externally imposed deadlines. S/he will be approachable, have sound people skills, strong written and verbal communication together with a 'can do' attitude. Experience of using Microsoft Office programmes and SIMS is essential.

GENERAL DUTIES AND RESPONSIBILITIES

- Responsible for providing personnel, administrative and organisational support to the SENDCO and SEND/Learning Support team.
- Answering phone and email enquiries, typing, sending letters and reports to parents/outside agencies. This includes answering routine and often complex telephone and face to face enquiries ensuring an appropriate response.
- Have an overview of the SEND diary/calendar and arrange appointments/meetings as required with external agencies, parents and staff.
- Stock management and ordering of all resources needed for the department
- Manage manual and computerised record/information systems e.g. SIMS and Edukey for SEND data

CORE DUTIES

- Support the administration of Annual Reviews through informing all stakeholders, and distributing the relevant paperwork and maintaining a schedule.
- Assist with timetabling of in class support as well as making daily changes when necessary
- Arrange and supervise SEN screening assessments, collate and share the reports and inform parents and teachers of outcomes and provision.

SPECIFIC DUTIES

- Assist with access arrangements for internal and external examinations, liaising with exam officer and external assessor

- Maintain access arrangement files in accordance with JCQ guidelines.
- Organise and keep records of the students requiring and using laptops, liaising with the ICT department where necessary.
- In communication with the SENDCo and SEN team take prospective students and their parents on a tour of the school.
- Support the SENCO in organising any SEN training needs for staff as well as attend in-service training.

ADDITIONAL INFORMATION

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

EQUAL OPPORTUNITIES

- All staff at HWS believe that everyone matters and are guided by an understanding of the needs of students and their families in a multicultural and multilingual school
- All staff at HWS have a professional commitment to the implementation of the school's equal opportunities policy and have an understanding of and a commitment to the principles of equality, inclusion and diversity

CONTINUING PROFESSIONAL DEVELOPMENT

- HWS staff are committed to undertake additional training/staff development as appropriate and in particular those needs identified through the school's system of performance management. This will be driven by a willingness to actively continually reflect on one's professional practice

HEALTH AND SAFETY

- All HWS staff have a professional commitment to the implementation of the school's Health & Safety policy

SAFEGUARDING

- All HWS staff are committed to the safeguarding of students and work within the statutory requirements and school policies

This post is subject to regular review to meet the changing needs of the school