**JOB DESCRIPTION**

**SEND & Pupil Support Administrator**

**Purpose of Post**

Under the direction of the SENCO, support SEND teaching and learning by providing high quality administrative support, as part of a committed and flexible team.

Under the direction of the SLT, provide high quality administrative support to other areas of the school as required, including HOY, data administration and exams.

**Key Areas**

1. SENDCO Support
2. Home/School and Community Partnerships
3. Organisation of Support Services

**Duties and Responsibilities**

1. Responsible for providing personal, administrative and organisational support to the SENDCO and Designated Teacher for Looked After Children.
2. Responsible to provide support to the pastoral team in relation to the administration of pastoral support plans (PSP), students at risk of permanent exclusion (SARPE) and early help assessment and plan meetings (EHAP).
3. Manage manual and computerised record/information systems (SIMs and Provision Map) data.
4. Support the administration of psychometric testing including the analysis of data and preparation of reports such as JCQ forms.
5. Responsible for applying for exam access arrangements for students identified by the SENDCO and informing others of these arrangements.
6. Responsible for organising Annual Review schedule: invite parents, outside agencies and collating teacher, student and parent comments. Completing Annual Review paperwork and distributing.
7. Responsible for writing and updating student profiles and distributing as appropriate.
8. Maintaining Provision Map software for students on SEND register.
9. Analyse and evaluate data/information and produce reports/information/data as required.
10. Minute taking at SENDCO and LAC parent meetings and distributing.
11. Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE.
12. Organising outside agency meetings and distributing reports. Providing school reports to Social Care/other professionals as required.
13. During mock and external examinations, ensuring arrangements for identified students are in place i.e. laptops, scribes etc. and monitoring usage.
14. To undertake general duties of an administrative nature and any other duties that are within the scope of the post as determined by the Headteacher.

**Resources**

1. Operate relevant equipment/ICT packages (SIMs, Provision Map, Word, Excel).
2. Monitor and manage stock, cataloguing resources and undertaking audits as required.
3. Provide advice and guidance to staff, pupils and others.
4. Undertake research and obtain information to inform decisions.
5. Monitor and manage laptop and reader pen usage and maintenance.
6. Contribute to the ongoing planning, development and organisation of support services, systems/procedures/policies/website.
7. Liaise with the designated Governor for SEND/LAC.

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This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**December 2023**