

Job Description

Job Title	SENCo Administration Assistant
Grade	Scale 3
Reports to	Headteacher; SENCo
Liaison with	Headteacher, SLT, Teaching staff, support staff, pupils, parents, external agencies, Trust colleagues
Job Purpose	The main purpose of the job is to provide administrative support to the SENCo and to undertake general administrative duties. You will need to prioritise tasks so that there is clear organisation and everything runs smoothly on a daily basis.
Duties	<p>Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Head Teacher.</p> <ul style="list-style-type: none"> ● Initiate and schedule appointments with parents and professionals for meetings ● Provide relevant parties with the appropriate paperwork ● Prepare the reports and documentation ● Liaise with governors, professionals, and parents ● Undertake administrative duties ● Keep abreast of developments and changes relevant to this role ● Providing overall administration support to the Special Educational Needs Department. ● Planning of all Annual Review documentation ensuring deadlines are met. ● Typing and distributing EHCP reviews and documentation. ● Typing correspondence to parents, agencies, professionals, staff and any internal correspondence under the direction of the SENCO ● The ability to establish and maintain good relationships with all students, parents/carers, colleagues, and professionals ● A professional approach to the role including a good telephone manner ● Excellent working knowledge of Word and Excel ● Be able to book appointments on google calendar ● Strong written and verbal communication skills ● Excellent organisational skills ● Ability to work on own initiative ● Ability to work as part of a team ● An understanding of the role of Educational Health Care Plans



General

- To understand and apply academy policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant academy meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Line Manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.