# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: SEN Admin Assistant

# SCHOOL: Polegate School

# LOCATION: Polegate, BN26 6PT

# GRADE: [East Sussex single status Grade 5](https://new.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# RESPONSIBLE TO: SENCO/Office Manager/Headteacher

# Purpose of the Role:

To work closely with the headteacher, SENCO and colleagues within the statutory frameworks and the Special Educational Needs (SEN) policy and oversee the day-to-day operation of that policy with the aim of raising SEN pupil achievement.

To provide general admin support in the school office.

# Key tasks:

1. To coordinate the preparation of information of SEN pupils at a targeted key stage for all staff and support all staff in understanding the needs of SEN pupils.
2. To compile, review and regularly update SEN registers, liaising with Heads of House, Heads of Department, teachers and Senior Management.
3. To implement, monitor and track progress and inclusion of students on the SEN register via provision maps and data and use the results to guide further improvements.
4. To communicate with staff both verbally and written, informing them of any changes or updates regarding SEN pupils.
5. To identify pupils with specific learning difficulties and test where appropriate using the relevant testing.
6. To liaise with the SENCO, senior management, Heads of House, Heads of Department, teachers, support staff, parents, external agencies and other schools to ensure that individual pupils SEN needs are met and that the requirements of statements of SEN are met.
7. To assist the SENCO with preparing the paperwork for annual reviews of statemented children and when necessary to hold reviews.
8. To manage referrals to outside agencies including Speech and Language, Children’s Services, Educational Psychologist et
9. To attend meetings to inform staff of provision for SEN pupils and their progress.
10. To support transition of pupils from Year 6 to Year 7 by attending meetings of prospective pupils and year 6 parents throughout the year and to meet parents individually where necessary for personalised programmes of transition.
11. To abide by and work towards all the policies within the school e.g. Health and Safety.
12. Undertake photocopying and scanning, as requested.
13. Maintain all paper and electronic filing systems, including establishment of new files, maintaining and updating school information as required.
14. Liaise with staff, parents and external agencies as appropriate, sharing information as directed and ensuring local procedures are properly followed.
15. Accurately input data into computerised systems, databases and spreadsheets and process, retrieve and cleanse data as necessary.
16. Produce correspondence and reports from written documents and other sources.
17. Undertake administrative duties in accordance with statutory and school requirements including providing telephone cover and message service, process incoming and outgoing mail.
18. To deal with all confidential matters with tact and discretion.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Word processing skills. * Ability to effectively organise own workload. * Ability to accurately input and check computer data. * Ability to communicate effectively. * Ability to converse at ease with customer and provide advice in accurate spoken English * Ability to contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils’ needs and interests * Ability to monitor pupils’ responses to learning and modify approach accordingly * Ability to communicate effectively and sensitively with pupils to support their learning * Ability to work collaboratively with colleagues as part of the school team * Ability to guide the work of other adults in the learning environment * Ability to liaise sensitively and effectively with parents and carers, recognising their roles in pupils’ learning * Ability to recognise and respond effectively to equal opportunities issues as they arise |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates |
| * QCF level 2 in Maths and English |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of the statutory frameworks and the SEN policy * Specialist knowledge and experience e.g. in behaviour management, pastoral care, special educational needs or individual subject areas * Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour * Knowledge of the key factors that affect the way pupils learn * Working knowledge of Microsoft Office (in particular Outlook, Word and Excel). * Awareness of the services provided by the school and the function of the team the role supports. |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of working as a Teaching Assistant or equivalent experience of working with children or young people * Experience of using ICT to advance pupils’ learning, and experience of using common ICT tools for own and pupils’ benefit * Use of office systems. |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of working in a range of educational settings |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * A commitment to the learning of all pupils * A commitment to improving own practice through observation, evaluation and discussion with colleagues * A commitment to the Education Department’s Equality of Opportunities policy * Good interpersonal skills. * Ability to work in a team. * Commitment to improving personal performance and supporting that of the service. |

**Date (drawn up): November 2021**

**Name of Officer(s) drawing up person specifications: MB**

**Job Evaluation Reference: JE12502**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |