Recruitment Information

Role:	Inclusion Administrator
Salary:	Scale 3 points 7-10 (£30,575 – £31,855) Prorated (£26,739- £27,859)
Contract Type:	Permanent, Term Time only (39 weeks), 8:20am - 4:20pm
Working Hours:	36 hours per week
Reporting to:	Secondary SENCo

The main purpose of the job will be as follows:
To provide high quality administrative support within the Inclusion department across the Primary and Secondary phases. Working in partnership with parents, external agencies and other stakeholders to ensure Inclusion Provision is implemented successfully.

Accountable to: Designated Academy SENCOs. All staff are required to work under the reasonable direction of the Headteacher and the Academy Business Manager with delegated authority.

Performance Management: The post-holder will be subject to the Academy's annual Performance Management Review process. A pay review will be part of this process.

Responsibilities:

- To support the SENCo in the provision of a high quality administrative service to all phases of the Academy
- To support implementation of Inclusion Provision across all phases of the Academy
- To undertake any relevant training as required to support the functions of the post and to enhance personal development.
- To undertake other related duties which SLT may require within a reasonable workload

Inclusion Administration

- Manage all administration associated with the responsibilities of the SEND Code of Practice across the academy
- Maintain the SEND pupil information on Bromcom, Provision Map and the internal system
- Support the SENCO in the management of the timetable
- Support the SENCo in completing EHCP and EHCNA paperwork
- Support the SENCO in the organisation of exam access arrangements for pupils with special needs
- Support the transition and induction arrangements for Year 7 SEN students
- Order relevant SEN equipment for pupils
- Completing referrals to external professionals i.e. Speech and Language/Educational Psychologist/Drumbeat and co-ordinating with parents
- Manage the Inclusion Team calendar and coordinate the events throughout the year
- Support parental and external agency meetings i.e annual reviews, pupil passport reviews

Other

- Take minutes where appropriate at multi agency and referral or inclusion panel meetings
- Use IT and the Academy management information system to collect, enter accurately, interpret and use statistical data to show impact of intervention strategies
- Engage actively in the performance management process
- Actively seek to improve performance through involvement in training and development
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Person Specification

Be able to:

- Communicate clearly orally and in writing.
- Spell accurately and write legibly.
- Carry out calculations using the four rules of number (at least GCSE standard).
- Work flexibly and to recognise the specific demands of the school environment.
- Work as part of a team and independently.
- Take initiative, identify and solve problems.
- Deal sensitively and effectively with people.
- Find and use relevant information and refer to appropriate sources of information.
- Respond appropriately to children in a school environment.
- Follow the Safeguarding and Equality policy.
- Understand, abide by, contribute to and promote all Academy policies.
- To comply with GDPR.

Have had experience of:

- Working in a school or other education setting either supporting learners, families or providing administrative support
- Working with a diverse range of clients/customers.
- Taking responsibility and using own initiative.
- Using ICT confidently.

Have knowledge of:

- How equality of opportunity can be supported and promoted through this post.
- How to support children's development in all areas of learning.
- Safeguarding practices in schools including Keeping children safe in education
- Special educational needs and disability practices in schools including SEND code of practice, Every child achieving and thriving

Our Commitment

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
All successful candidates will be subject to enhanced safeguarding checks, including an Enhanced Disclosure and Barring Service (DBS), documentary evidence showing your entitlement to work in the UK and online vetting, in line with safer recruitment practices.

How to apply
For an application pack, please contact HR on hr@stmatthewacademy.co.uk