



# Queen Mary's Grammar School



## Job Description and Person Specification

<b>Job Title:</b>	<b>SEN Administrator</b>
<b>Grade / Salary:</b>	September start. Salary: SCP 5. £10.01 per hour.
<b>Hours:</b>	Flexible and negotiable. Part-time - two days per week
<b>Purpose of Job:</b>  The successful applicant will be responsible for: Supporting the SEND team by undertaking administrative tasks	
<b>Reporting to:</b> SENDCo – Mrs Nicky Youngman	

### Main Duties and Responsibilities of the Role (in conjunction with NJY and SJS):

#### General Responsibilities:

- helping to generate and keep updated Pupil Support Plans
- setting up of Pupil Review Meetings (either face to face or using Microsoft TEAMS)
- organising the supporting review paperwork
- liaising with staff regarding SEND students
- collating of SEND information and documentation
- recording and reviewing of information held on SEND register
- inputting and extracting information on SIMS and CPOMS and Microsoft TEAMS.
- creating and updating provision maps
- responding to and acting upon emails
- helping to support SEND students
- responding to and making phone calls to outside agencies and families of the SEND pupils

#### To play a role, under the overall direction of the Headmaster, in:

- creating a School environment with an outstanding care and guidance of, and for, all members of the School community;
- contributing to the overall ethos and high academic achievement of the School;
- supporting outstanding teaching and learning, achievement and behaviour across the School.

#### This includes:

- being an active member of the School community who is passionate about ensuring an excellent standard of teaching and learning;
- providing a flexible service that adapts to the changing needs of the School community and responds to day-to-day situations as they arise;
- ensuring that a proactive customer service approach is adopted in all tasks undertaken;
- ensuring that the School community has the right information at the right time to enable an excellent service;
- contributing to the ethos of the School by participating in enrichment activities;
- taking on relevant responsibilities that are both essential or add value to the School community
- being aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear;
- being a professional role model with a clear understanding of tolerance and the importance of diversity;
- developing positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets;
- attending and participating in meetings, as required;
- regularly reviewing own practice, setting personal objectives and taking responsibility for self-development;

- consistently enhancing knowledge of educational initiatives, information and communications technologies and developments in relation to your role utilising self-directed learning;
- managing own workload and that of others to allow an appropriate work / home life balance;
- attending out-of-school-hours events, as directed by the Headmaster, Line Manager or another member of the Senior Leadership Team;
- undertaking any other professional duties reasonably delegated by the Headmaster, Line Manager or another member of the Senior Leadership Team.

**Other requirements:**

- to be aware of all Safeguarding and Child Protection updates, as well as the need for data protection compliance at all times;
- to carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments);
- to carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment;
- Understand the importance of confidentiality and take all necessary steps to protect individuals' personal data according to GDPR, by following Mercian Trust policies and accessing all available training.
- Organising and supporting referral and EHCP paperwork

**Person Specification:**

Personal Qualities and Professional Relationships:

- To have a positive and motivated approach to work;
- To have an excellent customer service approach
- To be able to work in a supportive and patient manner with all pupils and students;
- To be flexible and approachable;
- To be resilient and calm under pressure;
- To have excellent administration and time management skills;
- To proactively engage with pupils and students and have presence in order to maintain excellent standards of behaviour;
- To be able to establish and develop good relationships with all involved in the School community, working well within different teams;
- To demonstrate a flexible approach to work and changing priorities;

Skills:

- To be competent in the use of ICT and data entry;
- To have excellent communication skills, both oral and written;
- To have experience of communicating with people at all levels across an organisation.

Operational experience:

- To have experience of working with and supporting young people;
- To have experience of using management information systems and/or online systems.

Other:

- To have an understanding and willingness to be involved in School enrichment activities;
- To have an understanding of the School environment and priorities for learning.