**JOB DESCRIPTION**

**Position:** Safeguarding & SEND Administration Officer

**Scale:** Grade G – NJC 18 to 22

**Hours per Week:** 37 Hours per Week – Term Time only plus 3 weeks (42 weeks per year)

**Responsible to:** Designated Safeguarding Lead and SENCo

**PRINCIPLE RESPONSIBILITIES:**

To manage and organise effective clerical and administrative systems that supports the efficient delivery of the Safeguarding and SEND services, in accordance with statutory regulations and the Trust’s own policies.

**Main Duties:**

* To act as the first point of contact for both Safeguarding and SENDCo Leads alongside other staff, students, parents/carers and outside agencies.
* Be responsible for the delivery of a smooth and effective operation of the service, managing complex queries from staff, parents/carers and external agencies relating to SEND, and Safeguarding.
* Providing PA support to both Safeguarding and SENDCo Leads, managing diaries, preparing EHCP and Safeguarding paperwork ahead of meetings, minute taking, managing emails, drafting correspondence and other administrative duties.

**SENDCo Admin Support:**

* Design, develop and maintain complex administrative procedures to provide the effective and timely assessment of SEND students or students requiring exam support, liaising with the specialist teachers undertaking the assessments.
* Keep up-to-date with JCQ Access Arrangements and Reasonable Adjustments regulations, and provide advice and guidance to staff.
* Submit online applications for access arrangements to the Exam Boards, ensuring that all relevant criteria are met. Maintain and update hard copies for inspection and update exams information on the Trust’s internal administration systems.
* Utilise the Trust’s IT systems effectively to record and update SEND information including intervention, provision mapping including costs, inter-agency involvement, individual student plans and parent meetings and to run reports on attendance, behaviour and attainment.
* Respond to SEND and access arrangement related queries from staff, students, parents/carers and external agencies.
* Organise and co-ordinate EHCP review meetings, in line with statutory requirements, including the preparation of documents prior to and following the meetings, recording and circulating minutes alongside other associated administration duties, ensuring documents are accurate, prepared in a timely manner and sent to external agencies, within the given deadlines.
* Manage the schedule of meetings with parents of SEND students, in line with requirements.
* Maintain the SEND Register and SEND Access Plans, ensuring that staff and parents/carers are kept informed.
* Manage SEND files, including setting up new files, archiving leaver files and responding to requests for file information from other educational settings.
* Liaise with academy trusts, feeder primary schools and prospective parents of potential new SEND students, regarding visits to school and transition arrangements.
* Produce intervention letters and update teaching groups on the Trust’s internal administration systems.
* Research the procurement of exam access resources

**Designated Safeguarding Lead Admin Support:**

* Maintain file records for vulnerable students via the CPOMS system, uploading and saving documents and production of reports.
* Prepare documents for meetings including PEPs and EHAs.
* Analyse and evaluate data/information as requested, i.e. pupil data.
* Deal with and assist with arrangements for visits by outside agencies e.g. social workers, prevention officers.
* Undertake complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature.
* In conjunction with the Year 7 Transition Lead, manage the Year 6 to Year 7 transition process, including communications with primary schools and new parents, response to queries and follow-up actions to ensure deadlines are met.
* Maintain and monitor the safeguarding training register

**General Admin Support:**

* Manage conflicting priorities, multi-tasking where appropriate, to ensure the completion of tasks to specific deadlines whilst working flexibly and adapting to the changing needs of the academy.
* Retain records in accordance with the Trust’s record retention schedule and data protection law, ensuring information security at all times.
* Support the wider administrative team, as required, by undertaking reception duties, answering routine telephone calls and treating first aid enquiries.

**Professional Values and Practice:**

* Exhibit a friendly and professional presence at all times, being an effective role model for the standards of behaviour expected of students.
* Having high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
* Treating students consistently with respect and consideration, and being concerned with their development as learners.
* Establish and maintain constructive, collaborative working relationships with students, parents/carers and colleagues as part of a professional team, communicating effectively and knowing when to seek help and advice from colleagues.
* Establish constructive, working relationships with other agencies/professionals under the guidance of the Safeguarding and SENDCo Leads, to support achievement and progress of all students.
* To be fully committed to own professional development and actively participate in any training and development opportunities, as required whilst reflecting upon and seeking to improve personal practice.

**General Requirements:**

* Committed to working within the academy’s policies and procedures whilst being aware of legislation relevant to personal role and responsibility in the school.
* Recognising equal opportunities issues as they arise in the academy and responding effectively whilst contributing to the overall ethos, values and aims of the academy.
* Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the Trust.
* To carry out duties in compliance with the academy’s Health and Safety policy and with due regard to Health and safety legislation and guidance, at all times.

**Confidentiality:**

All employees are required to work in a confidential manner in all aspects of their work and to be aware at all times of their responsibilities under Data Protection for the security, accuracy, and significance of personal data held electronically or in paper form alongside the Freedom of Information Act 2000.

The post holder must comply with the principles of the in relation to the management of Trust records and information.

**Review and Amendments:**

* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the above list of duties is not necessarily exhaustive.
* All employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* This job description is subject to annual review and may only be amended after full consultation with the Trust Business Manager or Head Teacher.

***The Trust is fully committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share in this commitment.***

***As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, this position will be subject to an online search of publicly available information of the post holder and will also require an enhanced DBS disclosure.***

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| **Signature of Manager:** |  | **Date:** |  | **/** |  | **/** |  |
| **Signature of Post Holder:** |  | **Date:** |  | **/** |  | **/** |  |