

**MATRIX ACADEMY TRUST**  
**Job Description – SEND Administrator & Learning Inclusion Leader**

Based at:	Dame Elizabeth Cadbury
Arrangement	Term Time Only   Full time – 37 Hours Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary	Scale Group 3 Spine Points 9-12 (FTE £17,929 to £18,694) Actual Salary £14,953 to £15,591
Main Purpose:	To support the SENDCo and Learning inclusion department in all aspects of their administration.
Main Activities:	<p><b>Administrative Support for the SENDCo</b></p> <ul style="list-style-type: none"> <li>• All administrative and clerical duties needed to support the SENDCo.</li> <li>• Answering enquires, sending letters and reports to parents/outside agencies.</li> <li>• Liaising with both parents / carers.</li> <li>• Maintain all SEND pupil files / records.</li> <li>• Ensuring all Annual Review paperwork is carried out and submitted on time.</li> <li>• Organise, attend and take minutes at external meetings e.g. Annual/ EHCP reviews.</li> <li>• Update the SEND Register / Provision Map and other records on our MIS system (Bromcom).</li> <li>• Undertake typing, word-processing and other IT based tasks.</li> <li>• Operate relevant office equipment and IT packages (e.g. word, excel, databases, spreadsheets, Internet, photocopier, franking machine, computer).</li> </ul> <p><b>Learning Inclusion Leader</b></p> <ul style="list-style-type: none"> <li>• To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.</li> <li>• Supporting pupils with SEND – 1-2-1 &amp; small groups.</li> <li>• Support in organising effective learning environments and maintaining appropriate records.</li> <li>• To improve outcomes for identified targeted individual pupils.</li> <li>• Implementing learning programmes</li> </ul> <p><b>Examination Invigilator</b></p> <ul style="list-style-type: none"> <li>• To support invigilation of examinations under the direction of the exam officer.</li> <li>• To support individual pupils in exams through reading and scripting under the direction of the examination officer.</li> </ul>

Responsibilities:	<ul style="list-style-type: none"> <li>• Understand and have knowledge of the Code of Practice (CoP).</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to line manager or Designated Safeguarding Lead as appropriate.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Attend and minute relevant meetings as required.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• First aid to pupils, staff and visitors as required.</li> <li>• To attend First Aid training as required.</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• Participate in training and performance development as required.</li> <li>• To play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage and ensure staff and students to follow this example.</li> <li>• To actively support school policies.</li> <li>• Any other duties as directed by the Headteacher.</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

## PERSON SPECIFICATION

**Job Title: SEND Administrator & Learning Inclusion Leader**

### **Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	Experience in a general administration environment	AF/I
	Experience of working in a school	AF/I
	Experience of using Word, Management Information Systems, Excel and other database applications	AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)	Able to communicate effectively and accurately both verbally and in writing	AF/I
	Able to communicate in a clear and concise manner both on the telephone and face to face	AF/I

	Ability to complete work to the required standards of accuracy and presentation	AF/I
	Ability to develop and maintain effective working relationships with a wide range of people	AF/I
	Ability to work on own initiative	AF/I
	Knowledge of standard office procedures and equipment	AF/I
	Flexible attitude towards day to day tasks	AF/I
	Understanding of the need for confidentiality	AF/I
<b>TRAINING</b>	Willing to undertake job related training	AF
<b>EDUCATION/ QUALIFICATIONS</b> <b>NB Full regard must be paid to overseas qualifications</b>	CSEs, 5 GCSEs or equivalent including English & Maths	AF