

**WILLIAM FARR CE SCHOOL****JOB DESCRIPTION****JOB TITLE:** Learning Support Administrator**POST HOLDER:****GRADE:** WFPS 5**REPORTS TO:** Head of Learning Support**Hours Worked per Week:** 25**Weeks Worked per Year:** 39**Weeks Paid per Year:****HOLIDAY ENTITLEMENT MUST BE TAKEN DURING SCHOOL CLOSURES**

**1. PURPOSE OF JOB:**  
To assist the SENCO in the SEN provision through clerical and administrative duties related to SEN.

**2. MAIN RESPONSIBILITIES, TASKS & DUTIES**

1. To be responsible for all administrative tasks relating to pupils' Annual Reviews:  
Issuing letters to parents
  - a. issuing letters to parents/outside agencies;
  - b. liaising with Children's Services and parents;
  - c. issuing forms to teaching staff for completion and typing up of same;
  - d. producing information packs for all parties attending the Reviews;
  - e. organising meeting rooms and refreshments;
  - f. typing up the resulting documentation and issuing to relevant parties.
2. To complete daily cover for staff absences etc within the dept.
3. To arrange cover for exams, etc, within the dept.
4. To book rooms for meetings etc.
5. To manage the departmental budget and keep the Head of Learning Support informed of income and expenditure on a regular basis.
6. To be responsible for ordering departmental resources and maintaining stationery supplies.
7. To attend meetings and take minutes when required.
8. To manage and maintain the AN Register and, twice a year, send an IEP/Student Passport out to all parents of pupils on that register.
9. To record and maintain up-to-date records of Teaching Assistants' hours and pupils' support hours.
10. To write up white boards on a weekly basis for use by all departmental staff.
11. Under the direction of the Head of Learning Support, to check and amend departmental policy.
12. To provide secretarial support for departmental meetings.
13. Under the direction of the Head of Learning Support, to correspond with parents and outside agencies either by letter or telephone.
14. Under the direction of the Head of Learning Support arrange dates with parents and outside agencies.
15. Such other duties as may be required within the general scope/level of the post.

**3. MANAGEMENT OF PEOPLE  
SUPERVISION OF PEOPLE****4. CREATIVITY AND INNOVATION**

Work is clearly defined and carried out under supervision and within set procedures; however, in liaising with different agencies and parents, there are opportunities for creativity.

<b>5.</b>	<b>CONTACTS AND RELATIONSHIPS</b> Day to day contacts with parents\carers, staff and external bodies on routine matters.
<b>6.</b>	<b>DECISIONS</b>
	<b>a) Discretion</b> Work is carried out within clearly defined policies and procedures, advice can be sought from line manager.
	<b>b) Consequences</b> Impact on school SEN administrative processes, which is likely to be easily identified and remedied.
<b>7.</b>	<b>RESOURCES</b> General office equipment needed to carry out tasks, such as PC and audio equipment. To handle confidential information.
<b>8.</b>	<b>WORK ENVIRONMENT</b>
	<b>a) Work Demands</b> Work is subject to some interruptions from changes in pupils' needs. This is part of the role and does not cause any significant change to the overall tasks to be carried out.
	<b>b) Physical Demands</b> General administrative work, may involve long periods of working at a computer and sitting in meetings.
	<b>c) Working Conditions</b> Work is carried out in a well lit/well ventilated 'office' environment.
	<b>d) Work Context</b> Contact with Parents/carers, pupils and employees on matters which are routine, but by their sensitive nature, could be contentious.
<b>9.</b>	<b>KNOWLEDGE AND SKILLS</b> NVQ3 or equivalent or relevant experience Keyboard skills Computer literate  Desirable - CLAIT or equivalent qualification At least 6 months experience with SEN children
<b>10.</b>	<b>GENERAL</b>
<b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.	
<b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.	
<b>Equal Opportunities</b> - The post holder is required to carry out the duties in accordance with Council Equal Opportunities policies.	

**Health and Safety** - The post holder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

	Name:	Signature:	Date:
Job Description written by: [Manager]			
Job Description agreed by: [Postholder]			