



**WE ARE** ASTREA

**SEND ADMINISTRATOR**

**ASTREA ACADEMY DEARNE**  
PART OF ASTREA ACADEMY TRUST

**APPLICANT BRIEF**





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## ETTER FROM THE PRINCIPAL

Dear Candidate,

I am truly delighted you are interested in the post of **SEND Administrator** at Astrea Academy Dearne. It is with great pride that I am able to introduce myself as Principal of the school and it is a privilege to share with you our ambitious vision for the future. As a parent first, I am resolutely determined to secure an outstanding provision for our community and to ensure that the children who attend our school have access to the same futures as my own children.

If you choose to join us, you will become part of a strong morally driven school that believe in the highest levels of success for all children regardless of their background. You will be relentless in your commitment and belief in all young people and will ensure only the highest level of academic success and personal fulfilment for all: they deserve nothing less. It is our vision to create outstanding young people who are courageous champions of diversity, equality and mutual respect and who are proud of their community and are enthusiastic advocates of learning.

We offer you unrivalled professional development that actively promotes independent research, collaborative working and constructive feedback and solutions. As a school who is proud to have created our own Fair Workload Charter, we will provide unparalleled support and wellbeing strategies and make you feel an integral part of Team Dearne.

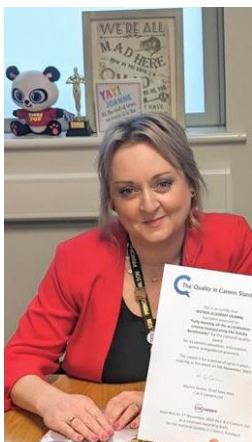
If you share our values and want to make the kind of difference to young people's lives that challenge social boundaries, then we would love to meet you! Please take this letter as an open invitation to either visit our school and meet the people who make our school so much more than a building. If you let us know when you would like to visit we can make sure that tea and cakes are available too! We believe that is an integral part of teaching!

I very much hope that you choose to apply for this post and I look forward to meeting you.

Best wishes

**Joanne Wilson**

**Principal at Astrea Academy Dearne**





# JOB DESCRIPTION

<b>SALARY</b>	Grade 4: £16,834 - £18,715 (actual salary)
<b>CONTRACT TYPE</b>	Permanent
<b>WORKING PATTERN</b>	Term-time 38 weeks plus 2 INSET days
<b>HOURS PER WEEK</b>	37 hours per week
<b>REPORT TO</b>	Director of SEND



## PURPOSE OF THE ROLE

Under the direction of the Director of SEND: To be responsible for providing high quality administrative support to the SEND provision, including administering the Annual Review Cycle and reviewing and updating the information held on individual pupils. To liaise with parents, education professionals and other stakeholders to be the central contact for communication within the SEND provision.

## PROGRAMME ADMINISTRATION

- Provide a high quality, confidential secretarial and administrative service to the Director of SEND.
- Manage the Director of SEND's day to day diary, arranging meetings and access to their time.
- Attend all meetings relevant to the post and keep accurate records of them.

## ANNUAL REVIEWS

- Working closely with the Director of SEND, set the annual review timetable for pupils with an Education, Health and Care Plan (EHCP) including coordinating staff diaries and the school calendar.
- Be responsible for communicating the timetable to all stakeholders (including relevant Local Authorities, school staff and a number of outside agencies).
- Administering the communication process for reviews, including requesting and collating reports from teachers, external agencies and other stakeholders.
- Support with the gathering of 'pupil voice' to ensure that Annual Reviews are person centred. This may include interviewing pupils to record their thoughts, wishes and feelings.
- Be responsible for distributing all relevant review documentation to parents and other stakeholders in advance of any meetings.
- Be responsible for arranging meeting venues (including room set up/refreshments etc.) and ensuring all relevant papers are available for each stakeholder at any meeting.
- Provide a professional and efficient minuting service at Annual Reviews and/ or other meetings.
- Work closely with the Chair of the review meeting to finalise the Annual Review Report, and be responsible for making any amendments required to the EHCP, such as new targets set at any meeting.
- Be responsible for word processing, copying and distribution of the reports to each stakeholder.
- Ensure that the reports are filed in each pupil's personal file.
- After any meeting, communicate any follow-up actions required to the relevant colleagues and track these to ensure they have been completed.



## RECORDS AND REPORTS

- Be responsible for the creation and updating of pupil records, including the administration of documents such as One Page Profiles, Support Plans and Education, Health and Care Plans.
- Be responsible for creating and managing other confidential records such as financial spreadsheets, internal reports and quality assurance of teaching and learning across the school.
- Be responsible for disseminating report templates to teachers and collating them.
- Collating reports in appropriate formats for each pupil.
- Be responsible for printing, copying and distributing reports to parents.
- Be responsible for ensuring timely communication with parents at agreed intervals – for instance half termly reviews by phone call, email or an in-person meeting.
- Ensure the accurate recording of attendance and comments made at any meetings.
- Ensure that all reports are filed in each pupil's personal file.
- Complete letters, documents, emails and reports as directed.
- Maintain an accurate and confidential filing system.

## GENERAL

- Liaise with parents, education professionals and other stakeholders; to be the central contact for communication with the SEND provision.
- Monitor the quantity and condition of resources such as teaching materials, stationery and specialist equipment and raise purchase orders as required to replenish stores.
- Monitor the SEND budget and maintain an accurate forecast / annual budgeting plan.
- Provide administrative support to the SEND provision for the admission and transition of pupils.
- Inform the Finance team as and when there are changes to the SEND register.
- Undertake any reasonable task as directed by the Director of SEND.
- Notwithstanding issues of confidentiality and tact, act with honesty and transparency with regard to your work.
- Engage with appropriate training opportunities to promote professional effectiveness in your role.
- Be familiar and comply with all relevant health and safety, operational, personnel, child protection, data protection and financial regulations, policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- Deal with all visitors and telephone calls to the office in a professional and effective manner.
- Attend and participate fully in meetings, visits and trips as required.
- Take on specific tasks related to the day to day administration and organisation of the school as requested by the Principal.



# PERSON SPECIFICATION

## EXPERIENCE

- Experience of working in an administrative role.
- Experience of Microsoft packages, including Word, Excel and Outlook.
- Experience of working with sensitive student information and data ensuring absolute confidentiality in line with GDPR.
- Experience of working closely with or directly supporting pupils with SEND.
- Experience of using SIMs.
- Experience of working to deadlines and prioritising multiple duties.



## QUALIFICATIONS

- Level 3 qualification or equivalent.
- 5 GCSEs, or equivalent including English and mathematics at a grade C/4 or above.
- Evidence of additional recent and relevant continuing professional development.
- Further qualification relevant to supporting pupils with SEND.

## KNOWLEDGE

- Excellent ICT knowledge, including the use of Apps and relevant social media.
- Awareness of recent developments / legislation with regard to pupils with SEND.
- Awareness of Health and Safety procedures.

## PERSONAL ATTRIBUTES AND SKILLS

- To be able to command the confidence of all adults and children in a school setting.
- Excellent verbal and written communication skills – maintaining professionalism in communication at all times.
- To work independently and as part of a team, staying calm under pressure and meeting deadlines.
- Excellent organisational skills, including the ability to work flexibly to meet the needs of the role.
- A belief that every child can experience success regardless of background.
- A total commitment to safeguarding all young people at the school.