

SUPPORT STAFF
JOB DESCRIPTION

ROLE TITLE	SEND Administrator
CONTRACTED HOURS	35 hpw/ 39 weeks per year
LOCATION	Thomas Gainsborough School
GRADE / SCALE POINT – SALARY	Grade 3 (Scale 4-6)
REPORTING TO	Assistant SENDCo

INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all, schools smash through barriers to achieve more than others think possible.

- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all trust schools, and the trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are a family of interdependent schools with a shared ambition to transform lives.
- We are committed to the development of a very high-quality, and evidence-informed, model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The trust expects its work to be characterised by:

INTEGRITY

INCLUSION

KINDNESS

The vast majority of schools are now successful, well-performing schools and judged 'good' by Ofsted. The ambition over the next three years is that schools across the trust become excellent schools, characterised by top quartile performance and with the capacity to support more schools in the area that need support to benefit from being part of the trust.

In order to achieve this ambition, the trust will focus on:

Excellent education – we have plans for work in primary, secondary and special education which aim by 2028 to achieve top quartile performance in primary and secondary results and that has very high approval ratings externally and from parents for children with special educational needs.

Excellent staff – we have a People Strategy that includes the ambition of being the employer of choice for school staff in the region.

Excellent support for schools – we have included in our plans for work in primary, secondary and special education how schools are supported to provide excellent education and we have an operational plan for wider support for schools in the trust, those who wish to be associated with the trust and those who potentially might wish to join the trust.

Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To provide high-quality administrative support to the Assistant SENDCo and Deputy SENDCO ensuring the effective organisation, communication, and record-keeping of SEND provision across the school. This includes gathering evidence for referrals, and liaising with external agencies, parents/guardians and teaching staff to support SEND students, giving them the best chance of success in their school journey.

KEY TASKS & RESPONSIBILITIES

Administration & Record Keeping

- Maintain up-to-date records of pupils with SEND and the SEND register.
- Ensure all Education, Health and Care Plans (EHCPs), provision maps, and individual support plans are stored, updated, and shared appropriately in coordination with the SEND team.
- Gather evidence for completion of referrals (e.g., NDD/Neurodevelopmental referrals), including collecting teacher feedback, assessment data, and parent voice under the coordination of the Deputy SENDCO.
- Support with the organisation and paperwork for SEND meetings and provision planning.
- Manage correspondence with parents, carers, and external agencies when required.
- Collate and distribute information on SEND pupils to staff to support teaching and learning.
- Support the SEND team with annual cycles such as Higher Tariff Needs and Transition.
- Organise and support arrangements for shadowing students, ensuring appropriate communication with staff and safeguarding procedures are followed.
- Collate SEND files from Primary Schools and ensure all information is transferred to the SEND register and key information collated to share with staff.

Communication

- Act as one of the first point of contact for SEND-related queries from parents, staff, and external professionals.
- Support the SENDCo with preparation of reports and information for governors, senior leaders, and external agencies.
- Communicate with SES (Specialist Education Services) and other external teams, arranging bookings for them to come into school, and ensuring visiting professionals have the information and access they need.
- Assist in arranging meetings with staff, parents, and specialists (e.g., Educational Psychologists, Speech & Language Therapists).
- Gather structured teacher feedback to support assessments, referrals, and reviews

Data & Monitoring

- Support the tracking of SEND pupils' progress, behaviour, and attendance by compiling data and reports.
- Help monitor interventions and their impact through accurate record-keeping.
- Maintain confidentiality and comply with GDPR in handling sensitive information.

General Support

- Provide administrative support for SEND staff training, CPD, and INSET.
- Assist in managing SEND resources and equipment.
- Ensure compliance with statutory requirements for SEND record keeping and reporting.
- Support Deputy SENDCo to ensure sufficient LSA support across classes.
- To collate information about student needs and performance from teaching colleagues.
- To support improvement in SEND student attendance by making absence phone calls to families (First Day Calling) and supporting the Attendance Officer.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Technical or Specialist	<p>Experience of working in an administration environment</p> <ul style="list-style-type: none"> • Recognised competency in literacy and numeracy and high attention to detail • Excellent IT skills (Microsoft office, data management) 	<ul style="list-style-type: none"> • Broad awareness and understanding of medical conditions such as asthma, epilepsy etc. and a Basic knowledge of first aid • Awareness of health and safety procedures • Experience of working in a school or educational setting • Knowledge of SEND code of practice • Knowledge of Arbor • Familiarity with EHCP processes and SEND paperwork. • Understanding of referral pathways for NDD and external agency involvement.
Literacy and Numeracy	<ul style="list-style-type: none"> • Ability to read and understand instructions • Strong written and verbal communication skills 	
Organisational	<ul style="list-style-type: none"> • Ability to prioritise workload and meet deadlines 	<ul style="list-style-type: none"> • Knowledge of school policies and procedures
Problem Solving	<ul style="list-style-type: none"> • Ability to recognise and resolve or report problems 	
Interpersonal and Communication	<ul style="list-style-type: none"> • Ability to communicate clearly • Sensitivity to students' needs • Empathy and understanding of SEND needs • Understanding of confidentiality and safeguarding requirements 	<ul style="list-style-type: none"> • Ability to encourage participation and give feedback to students