

### SEN Administration support

<b>Job Title:</b>	<b>Post No:</b>	<b>Grade:</b>
SEN Admin		HC04 equivalent
<b>Responsible to:</b> Head Teacher and SENDCo		
<b>Professionally responsible to:</b> <i>SENDCO, Deputy Head Teacher &amp; Head Teacher.</i>		
<b>Responsible for:</b>		
<b>Key relationships/Functional links with:</b> <i>Internal &amp; External: Students, staff, parents/carers</i>		
<b>Main Purpose of Job:</b> To provide administrative support to the SENDCo and SEN Team.		

### SENDCo Admin

- To support the day to day running of the SEN Team through overseeing and updating the SEN Register.
- Managing referrals and letters that come in and out of the department, sending correspondence via Anycomms.
- Filing relevant SEN documents and organizing Annual Review and SEN parent meetings.
- Sending documents to local authorities.
- Assisting and sending letters for Interventions for LSAs
- Sending out and organizing acceptance returns for access arrangements.
- Send EHCP data and Forms 8s to the relevant collage placements.

- Keeping on top of access arrangement document and sending results to parents.
- Arranging Annual review meetings with the SENDCo and Local authority.
- Typing Annual Review paperwork after meetings.
- Sending CATS results to all parents.
- Supporting with ordering items for the SEN department.
- Supporting with laptop arrangements for high needs students.
- Requesting and collating information around students from staff.