



### Job Description

**JOB TITLE** SEN and Medical Administrative Support

**JOB FAMILY** Education Support

**PHASE** Secondary

**HOURS** 37 hours per week, 38 weeks per year

**REPORTING TO** SENCo Lead

**RESPONSIBLE FOR** N/A

### Job Purpose

- To assess students using diagnostic software and interpreting the results.
- To create and regularly update detailed student passports which accurately reflect the needs of the student.
- To create and regularly update detailed Individual Health Care Plans
- To perform clerical duties involved in the preparation and maintenance of first aid services, health records and reports.
- To provide administrative support for key areas of the SEN area both with the main school and the specialist resource provision.
- To liaise with the SENDCO

### Duties and Responsibilities

#### 1) SEN Administrative Support:

- To provide full administrative support ensuring efficiency within the SEN Department; dealing with all matters in a confidential and professional manner.
- Keep confidential records up to date in liaison with the SENCo including student files for SEN students.
- Support with documentation for co-production meetings as necessary, such as Annual Reviews, ensuring deadlines are met.

#### 2) Administer testing programmes to identify possible learning needs:

- To monitor the referral process and undertake testing for students who have been referred in a timely manner.
- Ensure that testing is carried out within the recommendations set by the programme.
- Interpret results, make recommendations and upload report to Provision Map.



### **3a) Creating Student Passports:**

- Use all available assessment and screening data to identify additional learning needs.
- Create student passports within the co-production model ensuring that student and parent voice are included.
- Ensure that all relevant documentation, provisions and recommendations are uploaded to Provision Map.

### **3b) Monitoring Student Passports:**

- Communicate to relevant teaching and support staff when new or updated Student passports are available.
- Work alongside other key staff e.g. CLs to ensure that recommendations around differentiation and support are put into place.
- Support with the selection of the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils.

### **4) Individual Health Care Plans:**

- Work alongside parents and any external professionals to create and update Individual Health Care Plans.
- Attend and disseminate any relevant training pertaining to IHCPs.
- Develop Individual Health Care Plans as required for students with medical conditions, including allergies; set up relevant training for students and staff as appropriate on necessary components of such plans including criteria for medical emergencies and specific actions to take.
- Communicate effectively with SENCo and Welfare team about the health care needs.
- Administer medication to students, staff and visitors as appropriate according to medical action plans and school policies.
- Maintain list of school staff trained in first aid/CPR/Epipens/Asthma and organise training as required to ensure first aiders have up-to-date qualifications.
- Maintain medication kept at the school for student use in accordance with school policies.
- Provide guidance to staff for health related procedures for special need disabled students.
- Be the named lead for children with IHCPs and administer any support as required.

### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Take the lead with outside agency support to ensure a coordinated response to provision



- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Develop effective professional relationships with colleagues

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils

### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend meetings and training sessions as required.

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

### **Generic Duties relevant to all members of Staff**



### **The Trust**

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at The Portsmouth Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### **Teaching and Learning**

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### **ICT**

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### **Health and Safety**

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.



### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

### Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a **SEN and Medical Administrative Support**

Name:

Signed:

Date: