

# Job Description



**Alderbrook School  
& Sixth Form**  
AMBITION | BRAVERY | KINDNESS

Alderbrook School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	SEN Administrator
<b>Salary Band</b>	Band C
<b>Hours</b>	37 hours per week, term time plus inset days (39 weeks)
<b>Responsible to</b>	SENCo

## Main Duties and Responsibilities

Under the direction of the Special Educational Needs Coordinator (SENCo):

- First point of contact for telephone calls, actioning calls as appropriate and logging/forwarding as necessary.
- Monitor SENCo email inbox, logging, actioning and distributing emails as appropriate.
- Diary management for SENCo which includes arranging all meetings.
- Arrange Education, Health and Care Plan (EHCP) review meetings, completing the associated paperwork within the legal timeframe.
- Arrange professional visitor meetings (SISS, Teacher of Deaf, Teacher of Visual Impairment, Educational Psychologists, Speech and Language, Ordinary Magic, Positive Choices), booking meeting rooms and collecting students for the meetings as necessary.
- Distribute and monitor student consultations from Solihull and Birmingham LA ensuring the response is returned within the legal timeframe.
- Arrange transition meetings, both at primary schools and the transition sessions we hold for parents/carers and students here at Alderbrook.
- Arrange ARC tour meetings for prospective parents/carers.
- Arrange meetings as required including Solihull Parent Carer Voice and student meetings including Our Voices Heard and Travel Trainer meetings.
- Send information such as fliers to parents/carers using the school information management system (Bromcom).
- Ordering all resources for the department.
- Hard copy and digital filing.
- Carrying out any other reasonable duties designated by the SENCo.

## In General

- Working collaboratively and co-operatively with all other colleagues.
- Undertaking any other reasonable, related duty which the Headteacher may request from time to time within a reasonable work schedule and commensurate with the level of the post.
- To contribute to the overall ethos, work and aims of the school.
- To participate in the school's performance review process.
- To adhere to the school's policies and procedures.

All jobs are subject to change and this job description is to be reviewed annually or at any other mutually convenient time

**Signed:** \_\_\_\_\_ **Tom Beveridge – Headteacher**

**Signed:** \_\_\_\_\_ **SEN Administrator**

**Date:** \_\_\_\_\_