

Job Description

Group Member:		Leeds City College	
Job Title:		Administration Assistant - SEND	
Reports to:		High Needs Operations Lead	
Job Grade	LEG A	Department	Inclusive Learning (High Needs/ SEND)

ROLE SUMMARY:

To meet the needs of the increasing cohorts of students with SEND and High Needs, this role requires an understanding and conscientious professional to complete specific administrative duties working within our Inclusive Learning departments.

CORE RESPONSIBILITIES:

1. Provide overall administration and student record data to either the SEND or High Needs department of our Inclusive Provision and SEND directorate.
2. Work in collaboration with departmental colleagues to monitor and process the communication and documentation for our internal EHCP Review and EHCP Consultation processes.
3. To support departmental colleagues in monitoring and facilitating high compliance rates for external statutory processes.
4. Ensure the timely and accurate recording of correspondence from the Local Authority onto our internal college systems, including relevant funding information and EHCP consultation requests.
5. Ensure filing (electronic and paper) is accurate, organised and easily accessible.
6. Complete note-taking for colleagues during departmental meetings relating to internal processes for EHCP consultation requests and EHCP reviews.
7. Provide administration cover and support to colleagues across the Inclusive Provision and SEND directorate as required, catering for fluctuating workloads and absences.
8. Act as a first point of contact with the department for cross-college colleagues and external stakeholders (i.e. learners/ parents and carers/ Local Authorities).
9. Any other duties that are specific to the department, including assistance in the preparation, support and participation of examinations and invigilation across Luminate Education Group.

Please be aware - Annual leave will be restricted during the enrolment period and induction period.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote relational practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Administration Assistant - SEND
Department	Inclusive Learning (High Needs/ SEND)

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Literacy and Numeracy at Level 2 or above	A
D	Q2. Relevant Customer Service or Administration qualification or training.	A

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Good knowledge of Microsoft Office and Google applications.	A / I / T
E	EK2. Good knowledge of Pro-suite, Navigate or similar student records system.	A / I
E	EK3. Experience of administrative duties, particularly with student records administration/ in an education setting.	A / I

D	EK4. Experience of the college enrolment processes.	A / I
D	EK5. Understanding of SEND and High Needs processes, including Exam Access Arrangements and Additional Learning Support funding.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to work flexibly across a number of tasks.	A / I
E	SC2. Good communication skills.	A / I
E	SC3. Good customer service focus.	A / I
E	SC4. Excellent IT skills.	A / I / T
E	SC5. Good attention to detail and accuracy.	A / I / T

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to relational practice approaches	I