

Job Description

Job Title:	SEND Administration Assistant
Location:	Leeds City College
Salary:	LC2
Reports to:	Performance & Project Coordinator (SEND & Inclusive Provision)
Working hours:	37 hours per week; Monday to Friday
Probation period:	6 Months subject to periodic reviews
Special conditions of the post:	<p>Annual leave may not be taken during the busy enrolment and induction period.</p> <p>This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.</p>
Safeguarding:	All posts are subject to an enhanced Disclosure and Barring Service check.
Date of compilation:	March 2023

CORE RESPONSIBILITIES:

To provide administration and student records data to the SEND department

To maintain student records data for the department including registers, ULNs, destinations/job outcomes, change requests and other reporting requests.

To provide all aspects of curriculum administration such as production of letters, stock control, dealing face to face or other communicated queries including those for the CIPs.

To support the absence monitoring, recording and chasing of relevant students

To support student enrolments within the School and work with the central MIS/Marketing teams throughout main enrolment.

To support relevant elements of the admissions process as identified including interviews, offers and taster days.

To support the on-going (keep warm) communication to applicants and to support the production of promotional content about the department.

To support the processing of DSATs, other data queries and regular data accuracy checks on a timely basis and corrections are compliant with funding rules.

Ensure filing (electronic and paper) is accurate and easily accessible.

Provide cover and support to colleagues across the directorate as required, catering for fluctuating workloads and absences.

To support the department with Curriculum Planning, timetabling, rooming, staff/room utilisation, course profiling/approvals and course file.

To carry out regular accuracy checks of all data within the department as directed by the SEND Administrator and maintain data standards including adherence to the Data Protection Act.

To create requisitions for approval and onward submission to suppliers in accordance with procurement policy and procedures, and accurately record the receipt of goods in a timely and accurate manner.

To assist in the remittance of receipts from students are in accordance with the college cash handling policy and procedure, including compliance with PCIDSS (Purchase Card Industry Data Security Standard)

To support the department to ensure access arrangements for examinations and registrations with awarding bodies are accurately submitted via the central examinations teams and to invigilate exams within the College when required

To liaise with the events facilitator to support College events including parents' evenings, open evening, and awards event

To ensure the timely and accurate recording of EHCP's and correspondence from the Local Authority onto college systems, whilst liaising with the Local Authority regarding funding information and recording this onto spreadsheets. To ensure accurate recording of SMART targets onto Pro-Monitor.

To ensure the timely and accurate recording of support items on Pro- Solution. Uploading support summaries to Pro-Monitor and updating the EHCP spreadsheet.

To investigate and record various systems alerts received by School Admin regarding potential EHCP students and feeder schools, ensuring the data is amended accordingly.

To assist the SEND team in organising and recording of all EHCP reviews in a timely manner. Producing meeting invite letters, sending e-mails as required with the relevant documentation, and attending reviews as required.

COLLEGE RESPONSIBILITIES:

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 and to participate in review and development schemes.

Comply with college safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all college policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the college.

Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

Any other duties commensurate with the level of the post, which may be required from time to time.

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Compiled By:	Leeds City College
Compilation Date:	March 2023

Person Specification

Job Title:	SEND Administration Assistant
Department	SEND Department

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 & 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 qualification or training	A
Experience & Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Good knowledge of Microsoft office/google applications	A /I/T

E	EK2. Good knowledge of Pro solutions or other student records system	A / I
E	EK3. Experience of administrative and/or student records work in an education setting	A / I
E	EK4. Knowledge of data protection and confidentiality requirements	A / I
E	EK5. Experience of the college enrolment processes including cash/card handling	A / I
D	EK6. Understanding of SEND processes such as EHCPs and Exam Access Arrangements	A / I
Skills & 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 & Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment

E	B1 Support and promotion of equality, diversity and inclusion	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 restorative practice approaches.	I