

Luminate

EDUCATION GROUP

Job Description

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Leeds City College
Core Job Role:	SEND (Special Educational Needs & Disabilities) Administrator
Job Title:	SEND (Special Educational Needs & Disabilities) Administrator
Reports to:	Data, Funding and Compliance Team Leader
Grade	LC4
Date of compilation:	September 2023

ROLE SUMMARY:

The Supported Engagement Programmes at Somerville House is a developing department created to engage and support young people aged 16-24 to access education. Students on programmes present with Social, Emotional and Mental Health needs / SEND. They have historically missed periods of schooling, have an Education, Health and Care Plan and/or are long-term NEET. Students are often referred to these courses by professional bodies such as Social Workers, YOT workers, or the Local Authority.

To be responsible for the provision of a confidential and comprehensive business support service to the SEND team, that is flexible and responsive to the requirements of Special Education Needs and/or Disabilities (SEND). To track and monitor attendance of SEND/HN students with the Supported Engagement provision at Somerville House. To liaise with students, parents/carers linked to attendance and to plan interventions to address areas of concern linked to attendance.

SPECIFIC ROLE RESPONSIBILITIES:

1. To maintain the computerised records of the college / dept. and extract information and reports as required. Collect and collate statistical information.
2. Responsible for the monitoring and organising of Annual Reviews for Education Health Care (EHC) plans, new EHC applications: inviting in parent(s) and agencies; collating student information; recording student/parent views. Completing all associated paperwork under the guidance of the High Needs team.

3. To support the management of the Exam Access Arrangement process within college to ensure student EAA applications are processed in a timely manner.
4. To be the main point of contact for the Local Authorities and other agencies linked to SEND.
5. Responsible for the monitoring and accurate recording of High Need student data including funding that enables the team to collate statistical information.

CORE RESPONSIBILITIES:

6. Provide excellent customer service to internal and external enquiries by acting as the first point of contact, screening and signposting as necessary.
7. To undertake administrative tasks such as word processing, mailshots, photocopying, scanning, emails, uploading confidential information and filing to ensure the smooth running of the dept.
8. To assist with the co-ordination of marketing events both internally and external along with associated literature.
9. To proactively liaise with cross college business support areas to facilitate the smooth running of the faculty.
10. Deal with the requisition for goods and services and process invoices using the College's financial portal.
11. Be able to handle multiple assignments and adapt to ongoing changes in the business plans and external stakeholders.
12. Must have strong organisational skills, be flexible, work on own initiative and have the ability to work well under pressure.

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 restorative 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 our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

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

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Job Title:	SEND (Special Educational Needs & Disabilities) Administrator
Department	Enterprise & Engagement Directorate

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. Five GCSE's at grade 4 / C or above (or Equivalent) including mathematics and English.	A / C
D	Q2. L3 Business Admin qualification.	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Competent in the use of Google and Microsoft Office (eg. Word, Excel, PowerPoint)	T
E	EK2. Knowledge and experience of working with administrative systems and procedures	A / I
E	EK3. Experience of delivering excellent customer service	A / I

E	EK4. Experience of SEND and the EHCP process	A / I
D	EK5. Knowledge and experience of organising workshops and training events	A / I
D	EK6. Experience of producing short reports and statistical summaries	A / I
D	EK7. Knowledge and experience of Exam Access Arrangements.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Professional and technical knowledge Committed to enhancing professional / technical knowledge and job related skills.	A / I
E	SC2. Interpersonal and communication skills. Able to deliver and communicate well with customers and colleagues throughout the college.	A / I
E	SC3. Attention to detail Able to work accurately and carefully at all times.	A
E	SC4. Initiative and judgement Ability to take day-to-day decisions to resolve problems and queries within given parameters and policies	A / I
E	SC5. Team work Ability to collaborate with colleagues to produce results.	A / I

E	SC6. Time management Able to balance multiple tasks and to respond to changing priorities to ensure deadlines are met.	A / I
E	SC7. Enduring resilience Continually exuding optimism, a 'can do' attitude and an ability to learn from mistakes.	I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Commitment to the College's support and promotion of Equality and Diversity	I
E	B2. Committed to child protection and the promotion of a safe environment for children and young people to learn in	I
E	B3. Awareness and commitment to the Prevent agenda	I
E	B4. Commitment to restorative practice approaches	I
E	B5. Commitment to GDPR compliance.	I