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|----------------------|-----|--|--|
| <b>Group Member:</b> |     | Leeds City College                       |  |
| <b>Job Title:</b>    |     | Administration Assistant - SEND          |  |
| <b>Reports to:</b>   |     | EHCP Quality Assurance & Compliance Lead |  |
| <b>Job Grade</b>     | RLW | <b>Department</b>                        |  |

### ROLE SUMMARY

Leeds City College is the main education provider for post-16 students within the Leeds City region. To meet the needs of the increasing cohorts of students with SEND and High Needs this role requires an understanding and conscientious professional to lead on specific administrative duties working with our cross college leaders and managers.

### CORE RESPONSIBILITIES:

1. Provide overall administration and student record data to the SEND department.
2. Work in collaboration with SEND colleagues to plan, book and monitor the EHCP Review process and support SEND leaders & managers in achieving high compliance rates.
3. Produce meeting invite letters, diarise meetings as required with the relevant documentation, and attending EHCP reviews to support with note-taking when needed.
4. Ensure the timely and accurate recording of EHCP and associated correspondence from the Local Authority onto college systems, including relevant funding information and EHCP consultations.
5. Ensure filing (electronic and paper) is accurate, organised and easily accessible.
6. Provide cover and support to colleagues across the directorate as required, catering for fluctuating workloads and absences.
7. Annual leave will be restricted during the enrolment period and induction period.
8. Any other duties that are specific to the department
9. Assistance in the preparation, support and participation of examinations and invigilation across the Group

### 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.*

## Person Specification

|                   |                               |
|-------------------|-------------------------------|
| <b>Job Title:</b> | SEND Administration Assistant |
|-------------------|-------------------------------|

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 is 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

| <b>Qualifications &amp; Attainments</b> |  |                                 |
|---|--|---------------------------------|
| <b>Essential (E)<br/>Desirable (D)</b>  | <b>Criteria</b>  | <b>Method of<br/>assessment</b> |
| E                                       | Q1. Literacy and Numeracy at Level 2 or above  | A                               |
| D                                       | Q2. Relevant Customer Service qualification or training                                | A                               |
| <b>Experience &amp; Knowledge</b>       |  |                                 |
| <b>Essential (E)<br/>Desirable (D)</b>  | <b>Criteria</b>  | <b>Method of<br/>assessment</b> |
| E                                       | EK1. Good knowledge of Microsoft office & 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 and/or student records work in an education setting. | A / I                           |
| E                                       | EK4. Knowledge of GDPR/data protection and confidentiality requirements.               | A / I                           |
| E                                       | EK5. Experience of the college enrolment processes.                                    | A / I                           |
| D                                       | EK6. Understanding of SEND processes such as EHCPs and Exam Access Arrangements.       | A / I                           |

| <b>Skills &amp; Competencies</b>       |   |                                 |
|--|---|---------------------------------|
| <b>Essential (E)<br/>Desirable (D)</b> | <b>Criteria</b>   | <b>Method of<br/>assessment</b> |
| 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                       |
| <b>Behavioural, Values &amp; Ethos</b> |   |                                 |
| <b>Essential (E)<br/>Desirable (D)</b> | <b>Criteria</b>   | <b>Method of<br/>assessment</b> |
| 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                               |