

THE JOHN COLET SCHOOL

JOB DESCRIPTION:	Learning Support Administration Assistant
LEVEL:	BP1b
PATTERN:	15 hrs/week; 38 Weeks plus 2 INSET days
RESPONSIBLE TO:	SEND Manager

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

DUTIES AND RESPONSIBILITIES

Main Task: To support the SEND Manager with all administrative duties related to pupils with Individual Learning Needs.

This will involve:

- Correspondence and preparation of Special Educational Needs reports, and collation of information from outside agencies, for meetings regarding students with statement/Education Health Care plan (EHC).
- Recording of notes at meetings and ensuring accurate recording of discussions held and decisions made. Typing up and circulation of notes within a specified time for pupils with a Statement/EHC plan.
- Administrative support to HTLA's and LSA's as required, including material to be used in lessons.
- General office duties; answering telephone; dealing with enquiries; liaising with teaching staff; photocopying and filing.
- Maintaining confidentiality at all times.
- Maintaining SEN Register for all year groups/ checking Census and making alterations.
- Recording of Reading and Spelling Tests using Excel Programme and maintaining records. Administration of the Reading Programme.
- General office duties; answering telephone; dealing with enquiries; liaising with teaching staff; photocopying and filing.
- Maintaining stationery stock, and ordering as needed.
- To undertake other work as directed by the Line Manager which may include filling in for absent Learning Support Assistants.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation"

June 2018