

**SOUTHFIELDS ACADEMY  
JOB DESCRIPTION**

**Job Title: Inclusion Administration Assistant**

**Reporting to: Senior Teacher SEN (Interim Deputy Headteacher - Teaching and Learning)**

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**Main Purpose of the Post:**

To provide comprehensive administrative support to the SEN, TAS and EAL departments.

**Duties:**

1. To support the implementation of the 2014 SEN Code of Practice.
2. Data entry and the management of departments' databases, including the Academy SEN Registers.
3. Preparing and mounting displays of students' work.
4. Typing worksheets and letters.
5. Photocopying.
6. Making resources.
7. Minute taking for internal and external meetings.
8. Filing.
9. Stock ordering and control including external orders and MRO orders.
10. Work with the SENCo to manage the Departmental budget.
11. To support EAL casual admissions students in the interview process to the Academy.
12. Participate in Departmental training as appropriate.
13. Ad hoc duties as required.

Additional Duties:

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by the Principal/Headteacher/Head of the Department commensurate with the grade of the post.

Signed:

Postholder ..... Name.....

Line Manager ..... Name .....

Date .....

## **PERSON SPECIFICATION:**

### **Skills:**

1. Excellent communication and interpersonal skills, including:
  - a sensitive, polite and patient manner
  - the display of a professional and competent approach
  - excellent literacy and written communication skills
  - an ability to digest information quickly and communicate it effectively to others
  - a good telephone manner
  - must maintain confidentiality at all times
2. A meticulous and organised approach, with attention to detail.
3. Excellent IT skills.
4. Good clerical skills.
5. Willingness to be flexible.
6. A commitment to safeguarding and promoting the welfare of children.

### **Knowledge:**

1. Knowledge of and ability to implement the Academy's Equal Opportunities Policy.

### **Experience:**

1. Relevant experience, preferably in an Education institution.
2. Experience of using computer databases and/or management systems