

## **SEN Assistant and Admin Assistant Job Description**

### **SEN Assistant**

- Scheduling of all provision plans and EHCP Annual reviews.
- Ensuring that accurate and detailed records are kept and stored of meetings and discussions with parents and outside agencies for GDPR compliance. Preparing paperwork for reviews.
- Monitoring/tracking Annual Review schedule.
- Working with the SENCO and other staff to ensure that all Learner Profiles are current and kept up to date.
- To liaise with and inform parents/carers about the specifics of the SEN provision for their child/young adult under the direction of the SENCO.
- Liaising with local authorities to ensure we have current/up to date EHCP's.
- Tracking and monitoring Intervention programmes/Schedules.
- Maintaining good quality of college documentation pertaining to the Learning support needs of all Learners.
- Assisting the SENCO with administrative tasks e.g. the writing of SEN paperwork.
- Support curriculum areas in ensuring accurate record keeping and data for Learners e.g. SMART Targets.
- Delivering interventions.
- Attend meetings as directed by the SENCO.
- Supporting learners with SEMH needs.
- All other reasonable duties as directed by the Principal and the SENCO.

### **Admin Assistant**

- Provide cover on Reception as and when required or one day a week and as required.
- Complete any admin tasks as directed by Principal.
- To be a representative for the College when meeting parents and other visitors and to act as first point of contact.
- Providing a warm welcome to all. Dealing with telephone and face-to-face enquiries in an efficient and professional manner.
- Ensuring that all messages are dealt with in a timely and accurate fashion and where relevant, relayed to colleagues promptly.
- Meeting and greeting visitors, carrying out ID checks and providing safeguarding and fire safety information.
- To maintain the security and safeguarding of the college by controlling access and ensuring the completion of relevant procedures i.e., signing in of staff and visitors and the issuing of identification badges.
- Providing hospitality for visitors.
- Providing information and support to other staff members as required.
- Ensure that all information is treated confidentially and to always have absolute discretion, complying with the college's data protection procedures.
- All other reasonable duties as directed by the Principal and the SENCO.