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|  | | **Job Description** | | N:\Final logos\Web\Low res\Final logo LR.jpg | |
| JOB TITLE:SEN/Pastoral Administrator | | | | **REPORTS TO**: Office Team Leader | |
| **FULFORD SCHOOL** | | | | GRADE: 5 (subject to job evaluation) | |
| **1.** | | **MAIN PURPOSE OF JOB**  The colleague will play a vital role in the smooth running of both teams by providing administrative support and contributing to the overall success of the school's pastoral care and SEN provisions. | | | |
| **2.** | | CORE RESPONSIBILITIES, TASKS & DUTIES:  **Administrative Support for Pastoral Team**   * Assist the Assistant Headteacher Behaviour and Attendance in maintaining accurate records of student welfare and behaviour. * Support the creation and updating of Individual Behaviour Plans (IBPs) and other student welfare documents. * Coordinate meetings between students, parents, and staff regarding pastoral care issues. * Assist with the administration of student rewards and sanctions. * Support in the preparation of reports for senior leadership, governors, and external agencies. * Handle confidential and sensitive information with discretion and professionalism.    **Administrative Support for Special Educational Needs (SEN) Team**   * Assist the SENCo in maintaining and updating SEN records and plans for students with additional learning needs. * Coordinate the scheduling of meetings between students, parents, teachers, and external professionals. * Support the preparation of documentation for Education, Health and Care Plans (EHCPs). * Assist with the administration of exam access arrangements for students with SEN. * Assist in maintaining a safe and supportive environment for students with additional needs.    **General Administration**   * Manage communications between students, parents, and staff, including emails, phone calls, and letters. * Maintain a filing system for both pastoral and SEN documentation, ensuring compliance with data protection policies. * Provide general administrative support as required to both the Pastoral and SEN teams. * Assist in organising events or activities related to student wellbeing or SEN provision. * Support the coordination of school trips, activities, and workshops related to student welfare * Minute meetings as required for both the Pastoral and SEN teams * Provide emergency first aid support. * Undertake additional reasonable duties to support the general administration of the school under the direction of the office team leader (reception, phones, trips, orders etc) | | | |
| **3.** | | **CREATIVITY & INNOVATION**   * Subject to supervision, established procedures, practices and routines. * Required to use own initiative to manage his/her own workload and deal with a range of issues as they arise. * Design and apply IT systems to support the work of the team under the direction of the line manager. * Develop new ways of presenting information through ICT systems. * Creation of internal documentation. * Ability to give advice and seek information from pupils/parents. | | | |
| **4.** | | **CONTACTS & RELATIONSHIPS**   * Dealing with complex issues requiring diplomacy and tact to resolve. * Daily contact with staff, pupils, parents, Governors. * Contact with external stakeholders such as LA Officers, suppliers, Special Educational Needs (SEN) agencies and Social Services. | | | |
| **5.** | | **DECISIONS – DISCRETION & CONSEQUENCES**   * Management of personal day to day workload. * Working without close supervision but subject to established procedures, practices and routines. * Judgement when providing solutions to problems. * Use discretion when responding to enquiries ensuring no breach of confidentiality. * Make modifications and adjustments to practices. * Ensure that the administration which the jobholder undertakes has a positive impact on the internal efficiency of the operations of the department and the service it provides to staff, pupils and parents. | | | |
| **6.** | | **RESOURCES – FINANCIAL & EQUIPMENT**   * Use of normal office equipment. * Responsible for the accurate handling and security of small sums of cash and cheques. | | | |
| **7.** | | **WORK ENVIRONMENT – WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS & WORK CONTEXT**   * Required to work consistently in line with the strict deadlines set by the Office Team Leader and school operations. * The role is largely office bound but sometimes involves moving around the school premises. * Working in a normal office environment. * There may be a risk of abuse from some pupils/parents and a risk from contagious illness | | | |

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| **8.** | **KNOWLEDGE & SKILLS**   * Computer literacy, numerate, secretarial/administrative skills. * A good understanding of a number of routine administrative work procedures. * Practical knowledge of various computer software packages. * Ability to input and report accurately on a range of data. * Ability to communicate effectively at all levels. * Ability to organise own work and that of others. * Understanding of SEN and child protection issues. |
| **9.** | **POSITION OF JOB IN ORGANISATION STRUCTURE**  Office Team Leader  **SEN / Pastoral Administrator** |
| **N.B.** | **Content of job description agreed / effective from 01/09/2025** |