



## Job Description: SENd Administrator

<b>Location:</b> Easthampstead Park	<b>Department:</b> Learning Support Department
<b>Job Title:</b> Communication Support Assistant	
<p><b>Pay Grade:</b> KGA03 (points 3 to 4) – FTE £25,525 to £25,930 starting on £13.23 per hour</p> <p><b>Actual Starting Salary:</b> £15,936 per annum inclusive of London Weighting and Holiday Entitlement.</p> <p><b>Core Hours:</b> 27.5 hours per week (flexibility required), Monday to Friday, 9am to 3pm (includes a 30 minute unpaid break)</p>	
<b>DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE</b>	
<pre> graph TD     HT[Headteacher] --&gt; DHT[Deputy Headteacher]     DHT --&gt; AHT[Assistant Headteacher (SENCO)]     AHT --&gt; CSA[Communication Support Assistant]           </pre>	
<p>The job description identifies the responsibilities attached to your post.</p> <p>This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with yourself.</p> <p>All post holders are expected to support the school's vision, values and beliefs, familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate.</p> <p>All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.</p>	
<b>POST PURPOSE</b>	
<p>To work from the Autism base integrating students with ASC into mainstream education and to raise their standard of achievement. Supporting students in line with the EHCP outcomes.</p>	
<b>DESIGNATION OF POST AND POSITION WITHIN THE DEPARTMENTAL STRUCTURE</b>	
<p>The post holder reports to the Assistant Headteacher, SENCO and Lead Autism Learning Support Assistant.</p> <p>The post holder has no line management responsibility.</p>	

## MAIN DUTIES AND RESPONSIBILITIES

### **Supporting students under the direction of the Assistant Headteacher, SENCO)**

To support Autism base students in mainstream lessons, in study time, across all areas of the curriculum.  
To help students reflect on their development.  
To support students on out of school, trips.  
To be a listening board for students to express their worries and concerns to.  
To pass relevant data and information about students to their teachers each lesson.  
Communicate information to students about lesson arrangements, cover lessons, assessments or tests, items needed for practical lessons.  
To complete and record data kept on attendance and performance in lessons.  
To track and monitor students' progress through the autism progression framework.  
Support students to recognise emotions and express them appropriately.

### **Support for curriculum, working under the direction of the teacher**

Pass on information regarding students' successes and difficulties, inform teachers where work needs adapting or student responses to curriculum areas.

### **Support for mainstream and ASC students with EHCPs**

Undertake specialist training to underpin knowledge of Autism and appropriate support strategies. Attending training and meetings after school once every fortnight.

Play an active role in sharing knowledge and skills with mainstream staff and students.

To support mainstream students, with and without SEN, as required in the event of student's absence or when a designated student is coping well.

Such other duties may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

## Supporting the Academy

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

- Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

### **KAEP**

It takes a whole community to raise a child

### **KGA**

**HONESTY:** A workplace where everyone feels safe and able to express their thoughts and ideas.

**FAITH:** We will encourage others to have faith in their own capabilities.

**COURAGE:** We embrace diversity and champion inclusivity.

## Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

## Health, Safety and Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

## Equity, Diversity and Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

*Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.*

*We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.*

### **Successful appointment would be subject to:**

- *A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.*
- *Qualifications and prohibition checks.*
- *Two satisfactory written references including from current/most recent employer.*
- *All positions are subject to a probationary period during which you will be fully supported*

## Person Specification: SENd Administrator

Key Criteria	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Minimum of 5 GCSE's grades A*-C or equivalent, including Mathematics and English.</li> <li>Previous experience of working or supporting young people with autism</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Numeracy and Literacy strategies.</li> <li>Training related to working with young people with Autism and Asperger's.</li> <li>A Level qualification or higher held.</li> <li>NVQ or equivalent in autism.</li> </ul>
<b>Competence Summary (Knowledge, abilities, skills, experience)</b>	<ul style="list-style-type: none"> <li>A willingness to learn new skills and approaches and to share the experience with others.</li> <li>Ability to be innovative, develop new strategies and methods of evaluating the impact of these strategies.</li> <li>Ability to collate and analyze relevant data.</li> <li>Exceptional interpersonal and organisational skills.</li> <li>Ability to work unsupervised and on one's own initiative, to be proactive and adapt where necessary.</li> <li>Ability to build and maintain successful relationships with students, treating them consistently, with respect and consideration and demonstrate concern for their development as learners.</li> <li>Ability to liaise sensitively with parent/carers recognising their role in the student learning both verbally and written.</li> <li>The capacity to inspire and motivate others – both adults and students.</li> <li>Experience of working under pressure in a busy environment.</li> <li>Experience of working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children with learning difficulties.</li> <li>Experience of working in a school or similar establishment</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of dealing with young people in work or home situations with autism.</li> <li>• An understanding of the impact on the environment on a student and makes reasonable adjustments.</li> <li>• A desire to work with young people and to support their education and achievements.</li> </ul>	
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate discretion, and confidentiality.</li> <li>• Enthusiasm, determination and an insistence on high standards, working productively with students, acting as a good role model.</li> <li>• Belief in the value of individuals.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Able to be flexible and adjust working patterns to the demands of the role so that the quality of service is maintained.</li> <li>• Sense of humour.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or similar establishment</li> <li>• Experience of the autism progression framework.</li> </ul>
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate discretion, and confidentiality.</li> <li>• Enthusiasm, determination and an insistence on high standards, working productively with students, acting as a good role model.</li> <li>• Belief in the value of individuals</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Able to be flexible and adjust working patterns to the demands of the role so that the quality of service is maintained.</li> <li>• Sense of humour.</li> </ul>	
<b>Safeguarding and Child Protection requirements</b>	A satisfactory enhanced DBS check which will be conducted by us if you are appointed.	