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| **Ernest Bevin College**  **Job Description** |

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| **Title:** Admin Assistant for Inclusion | **Salary Scale:** Scale 1c£7,702 per annum.  15 hours a week, 39 weeks |
| **Supported by and reporting to:** Head of Inclusion | **Assisted by:** Inclusion Team |

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| **Personal and Professional Conduct** | * Treat students and staff with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to staff member’s professional position * Have regard to the need to safeguard students’ well-being, in accordance with statutory provisions * Show tolerance of and respect for the rights of others * Promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs * Ensure that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law * Have a proper and professional regard for the ethos, policies and practice of the Ernest Bevin College and maintain high standards in their own attendance and punctuality |
| **Specific duties** | * Keep and maintain accurate SEND records within SIMs for pupils. * Set up and maintain pupil SEND files for identified pupils * Assist in providing regular SIMs report for identified pupils * Typing of letters, minutes and weekly inclusion bulletin to staff. * Maintain records for identified pupils and to provide teaching staff with up to date pupil information. * Prepare the regular mailshots for identified pupils to parents. * Assist in administrative tasks to support pupils with Examination Access Arrangements. * Assist with administrative tasks for pupils using Assistive Technology. * Assist the Inclusion Team with other administrative tasks (telephone calls, filing of pupil information, minute taking, room bookings and typing tasks) which assist the effective running of the area. |

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 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, and the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role. To ensure 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. This job description is not necessarily a comprehensive definition of the post. This role and its responsibilities will be reviewed on a termly basis and tasks may be added or removed depending on the needs of the College and in response to National demands

Sept 2019