

Role Profile: SEND Administrative Officer**School:** Warren Park Primary School**Reports to:** SENCO / Headteacher**Grade:** D**1. Job Purpose**

To provide high-quality support to the SENCO through effective administration, coordination of annual EHC Plan reviews, preparation for EHC Needs Assessment (EHCNA) requests, liaison with parents and professionals, and targeted support for pupils with high levels of need.

2. Key Responsibilities**A. SEN Administration & Organisation**

- Maintain accurate SEN records, ensuring compliance with the SEND Code of Practice and school policy.
- Update information on ARBOR including SEN status, provisions, and interventions.
- Prepare documents for meetings: annual reviews, APDR cycles, EHCNA submissions, professional meetings.
- Manage SEN diaries and communication logs.
- Maintain SEN resources including intervention registers, assessment tools, and sensory items.
- Track key deadlines (annual reviews, referrals, consent forms, LA submissions) and support the SENCO to ensure compliance.

B. Coordination of EHCP Annual Reviews

- Produce and manage the annual review calendar.
- Gather parental and pupil views, teacher reports, and external agency advice in advance of meetings.

- Attend annual reviews, take minutes, capture amendments, and ensure actions are completed.
 - Submit paperwork to the Local Authority within statutory timeframes.
 - Track post-review outcomes and changes to provision, updating systems accordingly.
-

C. EHC Needs Assessment (EHCNA) Evidence Collection

- Organise and quality-check evidence for EHCNA requests, including APDR cycles, data, reports, and parental views.
 - Work with staff to gather supporting documentation aligned with the four broad areas of need.
 - Support staff to ensure the evidence is robust and follows the APDR cycle
 - Undertake direct work with high level needs children as needed, including observations and support
 - Maintain a clear tracker of assessments, communication with the LA, and additional evidence required.
-

D. Parent/Carer Liaison (SEN)

- Act as a first point of contact for parent queries regarding SEN processes.
 - Arrange meetings, gather family views, support with form-filling, and ensure timely communication.
 - Share strategies, updates, and relevant information sensitively and professionally.
 - Support early help, signposting, and family support meetings where appropriate.
-

E. Pupil Support (High Needs)

- Collect pupil voice for reviews, support plans, and referrals.
- Work with staff and SENCO to ensure appropriate transition for all high needs children.
- Monitor provision and progress and report to SENCO.

F. Staff Support

- Prepare pupil profiles, strategy sheets, and SEN information for class teachers.
- Help with distributing intervention packs, visual supports, and assessment materials.
- Assist with CPD administration (registers, resources, tracking) and induction for new staff.

H. External Agency Liaison

- Arrange visits, assessments, and meetings with EPs, SALT, OT, MHST, CAMHS, Early Help, EWS, etc.
- Gather and share documentation securely, ensuring consent is in place.
- Record agency recommendations and ensure they are passed to relevant staff.

I. Data, Safeguarding & Compliance

- Produce reports, trackers, and summaries for SEN as required.
- Ensure strict confidentiality and data protection at all times.
- Follow safeguarding procedures, logging concerns promptly and accurately.
- Support the school's preparation for Ofsted/external monitoring through well-organised evidence and records.

Knowledge & Skills

- Understanding of the SEND Code of Practice and graduated approach.
- Excellent organisational and communication skills.
- Ability to prioritise, maintain accuracy, and meet deadlines.
- Calm, empathetic, child-centred approach.

Key Performance Indicators (KPIs)

- Annual reviews completed and submitted within statutory deadlines.
 - High-quality, well-organised EHCNA evidence bundles.
 - Positive parent feedback on communication and support.
 - Staff well-informed about needs, strategies, and provision.
 - Strong external agency relationships and timely follow-up on recommendations.
-