



## **JOB DESCRIPTION**

JOB TITLE:	Additional Support Administrator (Learning Support Department)
GRADE:	Grade C
WORKING WEEKS/ HOURS:	39 weeks; 33.75 hours per week
TIMES WORKED:	8.15am - 4.00pm Monday to Thursday 8.15am - 3.15pm Friday
BASE:	Learning Support Department

### **ORGANISATIONAL ARRANGEMENTS:**

**Job holder:**

**Reports to:** **SENCo**

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### **GENERAL STATEMENT**

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

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### **JOB PURPOSE**

To provide comprehensive administrative and organisational support to the Additional Support Department, the SENCo, and other relevant staff, ensuring the efficient and effective delivery of support for students with Special Educational Needs and Disabilities (SEND).

### **RESPONSIBILITIES/ACCOUNTABILITIES:**

- Manage and maintain accurate and up-to-date SEND student records, both electronic and paper-based, adhering to GDPR regulations.
- Process and track referrals for SEND support, assessments, and external agency involvement.
- Organise and schedule meetings related to SEND, including Annual Reviews, EHCP (Education, Health and Care Plan) meetings, and parental consultations, sending out invitation, gathering teacher evidence and preparing relevant documentation
- To provide general administrative assistance to the SENCo and other members of the Learning Support Department

- Handle departmental correspondence, emails, and phone calls, responding to enquiries or redirecting them appropriately.
- To be responsible for maintaining the Learning Support Department diary.
- To provide word processing and SIMS support.
- To enter provisions and events into SIMS.
- To liaise with Specialist Teacher Advisors.
- To assist with maintaining the SEN Register.
- To supervise/support pupils as and when required.
- To support with the Learning Mentor induction programme.
- To contribute to the development of computer-based administrative systems.

### **Communication and Liaison:**

- Act as a primary point of contact for parents/carers regarding general SEND enquiries, signposting to the SENCo or other professionals as needed.
- Liaise effectively with teaching staff, Learning Mentors (LMs), and other school staff regarding SEND students and their support needs.
- Build and maintain positive relationships with external agencies and professionals involved in SEND support.
- Assist in the dissemination of relevant SEND information to staff, parents, and students
- To support the screening of students for dyslexia and speech and language difficulties
- Preparing paperwork for screenings
- Contacting parents prior to dyslexia testing for information gathering.
- Preparing letters for students who have been tested
- Overseeing record keeping for students who have access to Chromebooks.
- Overseeing the sharing of information with colleges
- Liaising with the HR Office regarding the of absence of Additional Support Department colleagues
- Assist in the development of computer-based administrative systems
- To provide such other duties that may be reasonably allocated or directed within the purview of the post

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### **NOTES**

- The School and site is open between the hours of 7.00am and 7.00pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very exceptional reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
  - (a) unpaid leave, or
  - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
  - (a) Overtime has been worked by agreement with the Headteacher.
  - (b) To attend a special event e.g. graduation.

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**FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

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**PERFORMANCE REVIEW (IPP)**

All support staff undertake an annual appraisal in line with school policy and practice. This postholder’s appraisal would be line managed and undertaken by the SENCo.

Date Prepared:	June 2025
Prepared By:	HR
Date Reviewed:	
Reviewed By:	