

## JOB DESCRIPTION

<b>JOB TITLE</b>	Learning Support Administrator (1 year contract)
<b>DEPARTMENT/SECTION</b>	Learning Support
<b>LINE MANAGER</b>	Head of Learning Support
<b>RESPONSIBLE FOR</b>	To provide administrative support to the Head of Learning Support and the Learning Support Department

### SAFEGUARDING:

*Forest School is committed to safeguarding and promoting the welfare of children.*

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

### JOB SUMMARY:

The Learning Support Administrator will work closely with the Head of Learning Support and the Learning Support Department to provide efficient administrative support which will ensure Special Educational Needs and Disability (SEND) pupils are properly supported in their learning and to ensure that their learning is most effective at Forest. The School selects pupils on the basis of ability but a number of pupils have a variety of needs requiring the input of the Learning Support department. The successful candidate will work closely with the Head of Learning Support to provide administrative support to the Learning Support Team ensuring all records of pupil progress are accurate and available to multiple stakeholders.

### KEY DUTIES AND RESPONSIBILITIES:

- Administrative support for the Learning Support Department
- Management of the Learning Support email inbox
- Management of Learning Support correspondence via telephone, email and letter to and from parents, pupils, staff and external agencies
- Assist with the planning, design and maintenance of the internal SEND systems to ensure that SEND information is clear, concise and easily accessible
- Collate and organise all relevant documentation for JCQ Inspection of GCSE/A level Exam Access Arrangements

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- Collate and organise all relevant documentation for Cambridge Exam board
- To assist with the administration and record keeping of Access Arrangements for internal and external exams
- Oversee 11+/16+ admissions documentation, arrange meetings with parents and overseas parental enquiries
- Ensure SEND data is accurate and accessible to all staff
- Maintain the daily Learning Support Registers
- Minute Learning Support Meetings and parent/staff meetings where appropriate
- Coordinate pupil appointments with the Learning Support team and external agencies
- Organise parent/ staff meetings
- Liaise with Special Educational Needs Co-ordinators at feeder schools to organise transfer of SEND information
- Coordinate the annual reviews of the SEND Information Report and Learning Support Policies
- Update and maintain the Learning Support Register and Provision Map
- Update and maintain the Pupil Passports
- Coordinate the ordering of new equipment and renewal of subscription licences when appropriate

#### TERMS OF EMPLOYMENT:

**Hours of work:** Term time: 8am – 5.00pm: Monday – Friday  
(Forest School Term Time Only)

#### FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.

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