

# Wellington School



## Job Description – Inclusion Team Administration Assistant

**Responsible to – Deputy Headteacher i/c of Inclusion and  
Assistant Headteacher/SENDCO**

### Purpose of the Job

To provide administrative support to the Inclusion Team at Wellington School

### Duties and Responsibilities

- To schedule the whole year's reviews in consultation with Assistant Head teacher/SENDCo.
- To arrange reviews for students on the Graduated Pathway (MPs/MPPs/ISPs/EHCPs) and in care (PEPs) - issuing invitations, collating data for staff, preparing packs for meetings, typing and formatting drafts/final documents and distribution of both to invitees as appropriate.
- To distribute all review documentation to all parties.
- To collate EHCP paperwork and keep outcomes and objectives up to date on Provision Map with assistance from the Assistant Headteacher/SENDCo.
- To arrange meetings between Inclusion Team and parents including Annual Reviews, PEPS etc and typing and distribution of notes from meeting.
- To type and edit letters to external agencies and parents.
- To arrange visits to students e.g. Physios and OTs- notifying students and staff of timings.
- To maintain SEND data on SIMS/Provision Map.
- To send feedback requests to teaching staff using School Robins - chasing non-replies and collating data received.
- To assist in completion of referral forms e.g. EP referrals.
- To request information and documentation from primary schools and collate/chase receipt.
- To record and maintain accurate information on SIMs and in files for students with Exam Access Arrangements.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of looked-after and previously looked-after children, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

### Administration

- To distribute Inclusion information to staff as required.
- To create files for new students and file all student documents
- To respond to or refer SEND related emails.
- To minute for Inclusion meetings as required.
- To minute for professionals and parental meetings as required

### NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but it is not intended to be an exhaustive list of all duties performed.