



LIONHEART SCHOOL

Isle of Wight Council Job Description

Identifying Facts	
Title of Post: SEN Administrator	
Directorate: Children's Services	Post No:
Section: Lionheart School – Cowes	Date: ASAP
Responsible to: Designated Safeguarding Lead	

Job Purpose

To provide high-quality administrative support for the Special Educational Needs (SEN) and Inclusion team, ensuring efficient coordination of processes related to SEND provision, statutory requirements, and communication with staff, parents, and external agencies. The SEN Administrator plays a vital role in maintaining accurate records, supporting SEND operations, and helping the school meet its statutory duties.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Safeguarding

3. Every post holder at the school has responsibility for safeguarding and promoting the welfare of students and staff at the school.

Principal responsibilities

1. Administrative Support

- Maintain and update the school's SEND database and electronic pupil records.
- Manage the SEN inbox and respond to routine enquiries from staff, parents, and external professionals.
- Support the SENCo with diary management, scheduling meetings, and organising annual reviews.
- Prepare and distribute documentation for EHCP meetings, review reports, and SEN support plans.
- Assist with the preparation of SEN-related reports for governors, Ofsted, and senior leadership.



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2. EHCP & Review Coordination

- Coordinate the annual review process for pupils with Education, Health and Care Plans (EHCPs).
- Liaise with local authorities, external specialists (e.g., Educational Psychologists, therapists), and parents to arrange meetings and gather reports.
- Ensure statutory deadlines are met and submissions are accurate and timely.

3. Communication & Liaison

- Act as a point of contact for parent queries regarding SEND administration.
- Support communication between the SENCo, teaching staff, support staff, and external agencies.
- Circulate relevant SEND information to staff in line with confidentiality requirements.

4. Data Management & Compliance

- Maintain up-to-date SEN registers and provision maps.
- Monitor and record interventions, inclusion data, and pupil progress information as required.
- Ensure compliance with GDPR and confidentiality policies, particularly regarding sensitive SEN information.
- Contribute to SEND audits, funding applications, and evidence gathering for statutory processes.

5. Resource & Operational Support

- Assist in ordering, organising, and distributing SEN resources and intervention materials.
- Help coordinate timetables for learning support assistants and intervention programmes (if required).
- Support the SENCo with administrative preparation for staff training and SEN briefings.

Generic Tasks

1. To work flexibly across the school or in other educational settings, including delivering home tuition, as required.
2. To teach pupils to effect maximum personal and educational progress and maintain curriculum continuity.



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3. To complete teacher assessments, reports and records on a systematic basis.
4. To provide ongoing monitoring and assessment of students within the school and in partnership with schools and local authority support services.
5. To assist with the implementation and review of student Risk Assessments, IEPs or similar.
6. To make an active contribution to the development of the school.
7. To develop and maintain up to date personal knowledge and expertise in your areas.
8. To have responsibility for safeguarding and promoting the welfare of children and young people in the school.
9. To undertake additional tasks as required under the direction of the Headteacher.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the post holder, it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment, the post holder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.