

## SEND PA

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Company: Philosophy Education

Location: Woodside, Greater London

Category: educational-instruction-and-library

SEND PA

Secondary School

Full-time

Haringey

Start date: April

Ongoing contract

A large, well-resourced secondary school in Haringey are looking for a SEND PA to support the Special Educational Needs and Disabilities Coordinator (SENDCo).

The role

In this role you will provide high-quality, relevant administration support services to the SENDCo to ensure that SEND pupils across the school can achieve their learning potential.

You will report directly to the SENDCo and will work alongside all areas of Inclusion within

the school, including the Designated Specialist Provision and the Behaviour Hub.

The main duties of the post will be:

Work with SENDCo's, SEN Administration and Admissions Officer to ensure efficient administration across the department.

Assist with the Teaching Assistant timetables and day to day cover of Teaching Assistant staff

Organisation and timetabling of exam access arrangements.

Liaise with council teams, regarding matters of pupils' SEND details.

Provide accurate SIMS entry, storage and reporting of student data.

Tracking Admissions files and deadlines.

Assist in the responses to Local Authorities when consultations are received.

Management of EduKey (Provision Map) in relation to Inclusion across the school.

Maintain SEN diary for meetings, tours, EHCP reviews etc.

This successful, popular and over-subscribed secondary school is based in Haringey. The school was graded Good in its last two Ofsted inspections, and there is a strong commitment to further improvement based on effective teaching and learning and high expectations of students.

The school are looking for a SEND PA with;

Excellent knowledge of SEND

a minimum of 1 years' experience working in a school

Working knowledge of SIMS

Be extremely organised in administration and proactive

Have a friendly and calm approach, and a passion for working in an SEN school

Be available on a full-time basis

If you have all of the above and are looking for an opportunity to further your career within SEND management this is an excellent opportunity.

Please apply with an up-to-date CV outlining your skills and experience.

We have a policy to respond to all applications within three working days. However, because of the volume of applications, we are sometimes unable to reply to individual enquiries. If we have not contacted you within this specified time your application has been unsuccessful on this occasion. Philosophy Education is a Recruitment Business and is advertising this vacancy on behalf of one of its clients

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