

Job Title Virtual School Senior Administrator and SEND Co-Ordinator

Department: Children, Young People, Education & Skills

Section: Education – Inclusion Service

Reports to: Head of Virtual School

JE Ref: CYP1170

Grade: CS08

JE Date: 22/09/2023

Job purpose

To provide a personal, comprehensive, confidential, accurate and effective administrative service in order to support the Virtual School team in ensuring working practices and systems within the SEN Team are monitored and maintained.

Provide direct support to the Head of the Virtual School ensuring young people who are Looked After (CLA) in Jersey, previously Looked After Children (PCLA), children who have a Record of Need (Jersey) or an Education Health Care Plan (UK) and associated application and monitoring of this process.

Job specific outcomes

- Undertake a wide range of administrative activities such as typing / formatting of letters or reports required for presentations, meetings and publications, answering telephone calls, dealing with all service queries, managing team diaries and negotiate with providers to arrange venues for meetings / conferences.
- Provide administrative support for training courses such as by maintaining attendance lists, ensuring that all attendees receive relevant information prior to the course and support in producing high quality course materials prior to delivery of the training.
- Coordinate the efforts of team members to ensure the delivery of an effective service to customers at advice events, website information, prospectus and college leaflets and at enrolment.
- All administrative procedures relating to the statutory assessment process as determined by the Special Educational Needs Code of Practice for CLA pupils. Establish and maintain administrative, information and use database systems to ensure the effective and efficient dissemination of information and functioning of the Section.
- Ensuring case work is complete and accurate in advance of complex case panel, minuting meetings and sharing with appropriate professionals. Support the case workers in maintaining accurate operational records of the location and educational progress of all allocated Jersey Looked After and Previously Looked After Children, including those who are placed in an off-island Local Authority or an independent school and those who are looked after by an off-island Local Authority but living in Jersey.
- Respond to changes in government funding and guidelines with bursary support and ensure this is communicated across college. Develop effective processes in recording Jersey Premium payments and applications and oversee the payments.
- Assist with the co-ordination of the statutory Personal Education Plans (PEP) for children looked after, helping to arrange Virtual School events, pulling reports from our online platform – Welfare Call. Attend PEPs (particularly) for children with SEND both for Jersey and in the UK. Liaise with all agencies and case workers to ensure that PEP's are completed, and the needs of all young people are met within education.
- To oversee the applications for Records of Need (Jersey) and Education Health Care Plans (UK), liaising with social workers and other members of the multi-agency team around the child. Ensuring that the legal requirements for the children are met by all to avoid any barriers to an inclusive education.
- To be an active member of the Jersey Premium Board (JP) to present any exceptional circumstances requests for agreement, reporting regularly to the board on how the contingency fund is being utilised, to

ensure that all JP spend is transparent and audited regularly, and to demonstrate the impact on our virtual school cohort through smart survey and the child voice.

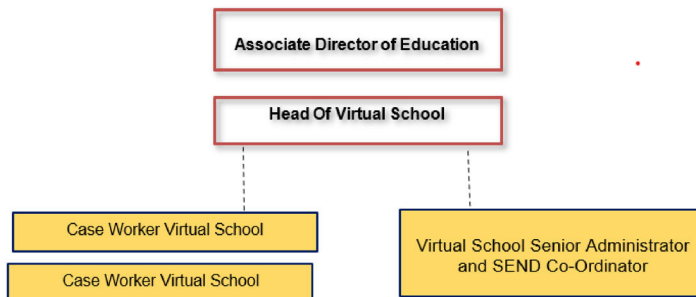
- Negotiate with suppliers to obtain quotes for goods required ensuring best possible price. Lead procurement process for the Virtual School maintaining accurate records of the Section’s budget to provide the Head of the Virtual School with up-to-date financial information. Provide first point of contact for the Virtual School with all external stakeholders
- Make travel arrangements and hotel bookings where necessary using the States of Jersey preferred booking system and by following current financial directive for booking travel

Statutory responsibilities
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational Structure



Organisational Chart



Person Specification

Specific to the role

The Post Holder should have the SEND specific experience regarding EHCP (UK) and RON (Jersey).

The Post Holder will be required to manage all the applications and deadlines and ensuring that the requirements of the EHCP/RON for our Jersey children who are under the care of the minster are met. This is a significant area of responsibility and needs specific skills and understanding to ensure that the legal requirements laid out by the documents are met. These are statutory requirements following the SEND code of practice which is different here in Jersey as it is in the UK.

An ability to cope calmly and with deadlines and unexpected problems is expected. The postholder will be a strong team player who is also comfortable working on their own initiative and be prepared to ask for and take advice.

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|--------------------------------------|---|--|
| Qualifications | <p>Must possess a minimum of 5 GCSE or equivalent English and Maths are essential</p> <p>An understanding of Freedom of Information, Data Protection and Child Protection are essential.</p> <p>Must have the SEND specific experience regarding EHCP (UK) and RON (Jersey).</p> | <p>Applicants must be willing to undergo child and/or vulnerable adults protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).</p> |
| Knowledge | <p>Must be an experienced administrator with a high level of skill in organisational ability.</p> <p>A working knowledge of current Jersey Education Legislation.</p> | <p>Team leader experience or evidence of potential to lead a team</p> |
| Technical / Work-based Skills | <p>Excellent Information Technology skills, especially in respect of Microsoft applications (e.g. Word, Excel, PowerPoint and Publisher) together with knowledge of other office equipment.</p> <p>Ability to maintain accurate records of involvement.</p> | <p>Ability to manage a team, including undertaking recruitment, selection, performance review & appraisal, training etc.</p> <p>A high level of financial literacy.</p> |
| General Skills/Attributes | <p>High levels of self-management and organisational skills with the ability to judge priorities and act on initiative are essential.</p> <p>Excellent communication skills both written and oral tailored to small group/individual sessions.</p> <p>Must be able to work as part of a team and maintain efficiency and professionalism whilst under pressure.</p> | |

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| | <p>An ability to deal calmly and diplomatically with a wide range of people is essential along with the ability to maintain strict confidentiality.</p> <p>Contribute team and stakeholder meetings as required.</p> | |
| Experience | <p>Experience of engaging successfully with a wide range of agencies and stakeholders</p> <p>Understanding of legislative differences between the EHCP (UK) and the RON (Jersey)</p> | <p>Knowledge of and an ability to manage financial arrangements for the Jersey Premium funding around contingency planning.</p> |

Personal Attributes

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.