

URSULINE HIGH SCHOOL

BUSINESS SUPPORT FOR LEARNING SUPPORT DEPARTMENT

JOB DESCRIPTION

Post Title: Business Support for Learning Support Department

Grade: ME7, points 12 – 15, currently £25,578 - £26,985

Responsible to: SENDCO

Date: June 2022

General Purpose: To provide Business support for the Learning Support Department.
To provide support to students in the Learning Support Department

The Business Support assistant will be employed for 39 weeks per year.

The post holder will be based in the Learning Support Department and undertake the following duties:-

Specific Duties:

Administration

- Producing and updating reports , student profiles and provision maps
- Photocopying, scanning ,printing, filing and shredding
- Maintaining confidential physical and e-files in shared staff area
- Co-ordinating and arranging meetings and bookings for some external services e.g. Sensory Support Service
- Preparing and sending letters to parents
- Managing post
- Attending and taking minutes of Annual Review meetings and meetings with parents and other agencies.
- Preparing draft annual summary reviews and gathering reports
- Managing emails , telephone calls and Microsoft Teams

- Requesting and collating teacher feedback for annual reviews
- Arranging cover for HL/TA staff

Working with Students

- Supporting students whilst in the Learning Support Department
- Leading social skills groups
- Supporting small groups of students for emotional well being

Working with Parents and Staff

- Organising meetings
- Co-ordinating emails
- Welcoming parents for meetings and SEN Coffee mornings

Other

- Working within and supporting the Catholic Ethos of the school
- Undertake such other duties as may be required by the Headteacher