



**TreeHouse  
School**

# SEND Officer

Job description, 2024



**Ambitious  
about Autism**

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# Job description

<b>Job title</b>	SEND Officer	<b>Team</b>	TreeHouse School
<b>Job band</b>	£35,230 - £42,207 (depending on skills and experience)	<b>Reporting to</b>	Deputy Headteacher
<b>Hours</b>	40 hours per week, 8am-5pm. Monday – Friday.	<b>Line manages</b>	N/A

**Approved by:** Head of School

**Updated:** October 2024

## Role purpose

To lead the scheduling and co-ordination of the statutory annual review process and be responsible for planning, organising, minuting, drafting all annual review paperwork.

To be supportive in the effective provision of the school office administration by having regulatory knowledge to meet the needs of Treehouse School and work closely with the TreeHouse Reception Team where required to support a variety of stakeholders such as school staff, parent/carers, pupils, visitors, and local authorities.

## Key accountabilities and dimensions

### Pupil Administration

- Co-ordination of pupil meetings, both Annual Reviews and other parent/carer meetings, including transition reviews:
  - Planning meetings, liaising with LA and all stakeholders, including parents and carers. Ensuring all external agencies are invited and attend, where possible.
  - Preparing agendas, paperwork (including EHC Plans) in advance. Modifying EHC Plans as appropriate and ensuring that actions are followed up and monitored
  - Organising and coordinating attendance of meetings.
  - Attending all meetings, minuting, and modifying paperwork as required.
  - Ensuring that statutory requirements are met before, during and after meetings in line with the SEND code of practice as appropriate.
  - Liaising closely with transdisciplinary teams (TDT), including class teachers, OT, SaLT, PBS specialists, LA, parent/carers throughout the process.
  - Creating, sending out and managing new pupil packs once placements are confirmed at TreeHouse.
  - Liaising with parent/carers on assessments of new pupils.
  - Maintain regular communications with relevant TreeHouse School and Ambitious about Autism teams, e.g. Admissions and Operations to establish starters / leavers are processed in a timely manner.
- Responsible for creating and maintaining Annual Review timetable for teachers, booking rooms, preparation, and drafting / circulation of papers in a timely manner.
- Responsible for maintaining the school's Provision Map, including gathering data from a range of sources and liaising with relevant staff, e.g. Phase Leads, OT, SaLT, PBS specialists.

- Manage the pupil administration service including the provision of timely and accurate information relating to overseeing the pupil attendance data being entered by classes – utilising Ops support wherever necessary.
- Providing admin support in relation to attendance communication with parent/carers and LAs, e.g. organising and sending termly standard attendance letters.
- Manage and monitor pupil's attendance weekly for missing marks or unauthorised absences in cooperation with the Data Manager & Ops Team, identifying concerns to the Deputy Head and Class Teachers / HLTA's to enable a resolution.
- Responsible for liaising with Head / Deputy Head, Teachers and PBS specialists to manage and organise pupil appointments including informing parents / carers (and other parties as required).
- Main contact for all external professionals including educational practitioners, Social Workers, SaLT, and OT where applicable.
- Responsible for maintaining effective archiving and filing system for pupil paperwork utilising the school's management information system (currently Arbor).
- Responsible for creating additional pupil reports as required by local authorities and external bodies including requests for EHC Plans and assessments for appeals as well as supporting internal teams with drafting applications such as blue badges and any other related benefits.
- Responsible for managing administrative support in the coordination of pupil residential trips and recording relevant data in the school's management information system (currently Arbor).
- Provide efficient communication to parent/carers of TreeHouse School pupils in writing, telephone, or face to face, e.g. for parent/carer coffee mornings, whole school newsletter.
- Supporting on documentation and managing tribunal process with all internal and external related departments. In addition – support with PIP / DLA Letters.
- Working with the Admissions Team (including the Deputy Headteacher) to consider all new admissions to TreeHouse School, including making decisions on paperwork provided and attending weekly Admissions meetings.

### General administrative duties, including SEND and admissions

- Managing Diaries / outlook calendars, making appointments, booking meetings and training rooms.
- Photocopying / Scanning
- Typing correspondence – meeting minutes / notes.
- Answering telephone calls and relaying messages
- Filing (manual and electronic) making travel arrangements, booking travel tickets.
- Supporting Reception team and School Nurse with relevant matters, e.g. staff and pupil vaccinations.
- Support reception with general duties when required.
- Utilise the school's management information system (currently Arbor) in a timely manner to effectively support TreeHouse Schools information needs.
- Responsible for providing additional secretariat services requests internally that support TreeHouse School.

### Other duties

- Address client/customer needs and respond in a consistent, timely, clear, and professional manner
- To provide support to the Head of School and Deputy Head when required
- Respect and maintain confidentiality in discussing any Organisational matters and personnel information in accordance with Ambitious about Autism's Data Protection

#### Policies

- Regularly evaluate, and seek ways to enhance your role
- Assist in other duties as needed and directed, and consistent with the role
- To act as a Fire Marshall
- Actively participate in the organisation's performance management processes including the appraisal and competency review process and the induction.
- Proactively maintain the knowledge, skills and networks needed to deliver this role.
- Support Ambitious about Autism's core values and carry out all responsibilities with due regard to the organisation's policies and procedures, especially Safeguarding, Health and Safety and Equal Opportunities.

This job description is not an exhaustive list. The postholder may be required to undertake other duties as directed by the Head of School.

# Person specification

Role and band competencies	Essential
<b>Specific knowledge, experience and technical skills</b>	
1. Educated to A-level standard or equivalent	X
2. Formal Administrative/reception qualifications or strong experience	X
3. Excellent IT skills- Microsoft Office and particularly outlook, email, calendaring. Excel, word, PowerPoint, and databases, as well as education specific software such as Arbor / BehaviourWatch	X
4. Experience of providing high quality administration and reception support.	X
5. Experience of becoming Fire Marshall, or willingness to become one	X
6. Previous experience of working within a fast paced, challenging reception	X
7. Excellent interpersonal skills at all levels via telephone and written forms of communication	X
8. Excellent organisational skills	X
9. Experience of using own initiative to plan, organise and manage own workload in an environment where priorities change daily and yet to keep to deadlines	X
10. Experience of drafting and setting out own correspondence	X
11. Experience of working as part of a team	X
12. Commitment to TreeHouse School and Ambitious about Autism aims, objectives and values	X
13. Knowledge of Data Protection, Equality & Diversity and Health and Safety	X
14. Excellent customer focus	X
15. Experience of working within a similar SEND organisation / school / charity environment	X
16. Good knowledge of EHCPs and the SEND code of practice	X
17. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
<b>Personal attributes</b>	
18. Polite and helpful	X
19. Professional, a commitment to quality and delivery of a first-class customer experience	X
20. Approachable and willing to listen to both customers and colleagues	X
21. Ability to motivate others by clearly communicating	X
22. Good rapport building	X
23. Good problem-solving skills and initiative	X
24. Ability to work in a flexible and co-operative manner	X

25. Excellent communication and interpersonal skills	X
26. Compassionate and sympathetic	X
27. Ability to respond to high workloads and stressful situations in a calm and effective way	X
28. Experience of working in a school environment	X
29. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

# How to apply

Stage	Timescale
Closing date for applications	<b>Sunday 10 November 2024</b>
Candidates informed of outcome of application	<b>Monday 11 November 2024</b>
Interviews (these will be conducted online via Teams)	<b>Thursday 14 or Friday 15 November 2024</b>

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact James Axford, **Recruitment Officer** – 020 8815 5149, [jaxford@ambitiousaboutautism.org.uk](mailto:jaxford@ambitiousaboutautism.org.uk)

## Equal opportunities monitoring

*Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.*

*Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.*





**Ambitious about Autism** is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions. We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

## Contact us

### TreeHouse School

The Pears National Centre for Autism Education  
Woodside Avenue, London N10 3JA

☎ 020 8815 5424 📠 020 8815 5420

✉ [admissions@ambitiousaboutautism.org.uk](mailto:admissions@ambitiousaboutautism.org.uk)

🌐 [treehouseschool.org.uk](http://treehouseschool.org.uk)

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Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 3375255.

## How to find us

### Public transport

We're a short walk or bus ride away from Highgate and East Finchley Tube stations. Both are on the High Barnet branch of the Northern line. Bus routes 43 and 134 run nearby from Highgate Tube and routes 102 and 234 from East Finchley Tube.

### Travelling by car

Parking is available on our premises if there is space available. Cars should be parked in designated spaces only.

