

Kent County Council

Job Description: *SEN Data Coordination Assistant*

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| Directorate: | Children, Young People and Education |
| Unit/Section: | Fair Access – Coordinated Admissions |
| Grade: | KR5 |
| Responsible to: | County Coordinated Admissions Manager |

Purpose of the Job:

Reporting to the **County Coordinated Admissions Manager** the post-holder will provide clerical and administrative support for the SEN data collection parts of the Phase Transfer process and wider SEN functions. Phase Transfer includes entry into Year R, Year 3 (Junior), Year 7 and Post 16.

Main duties and responsibilities

- First point of contact for parents, schools, and SEN Teams on the data collection side of Phase Transfer. This will include emails and telephone calls in relation to Phase Transfer applications.
- Provide up to date information and advice on processes for primary, secondary and special schools to ensure the provision of a high quality, accurate and comprehensive data to all stakeholders.
- Provide day to day clerical and administrative functions, using KCC office systems, maintain, monitor and ensure all Phase Transfer records are accurate and current.
- Input applications and collate data to ensure that comprehensive and accurate information is submitted through to Area SEN Teams.
- Be responsible for email inbox and provide accurate and punctual responses to both parents, schools and other KCC colleagues.
- Collect and collate roll number information from Schools to help inform a county wide picture.
- Collate and prepare all responses from SEN Area Teams to fulfil statutory duties around a SEN statutory deadlines for all cohorts of Phase Transfer.
- Promote the safeguarding of children & young people and equality of opportunity in service delivery.
- Be responsible for personal continued learning and development to maintain a commensurate level of understanding of KCC policies and maintaining the necessary skills to use new systems and software when introduced.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *SEN Data Coordination Assistant*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

| | CRITERIA |
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| QUALIFICATIONS | <ul style="list-style-type: none">• Good general level of education up to GCSE/NVQ level 3 standard |
| EXPERIENCE | <ul style="list-style-type: none">• Experience of working with databases and data analysis. |
| SKILLS AND ABILITIES | <ul style="list-style-type: none">• Good communication skills (verbal and written) and interpersonal skills are necessary to successfully perform the duties of this post.• The postholder must be able to prioritise and organise a steady workload.• The post requires a “team player” with the ability to communicate effectively at all levels. |
| KNOWLEDGE | <ul style="list-style-type: none">• Some level of experience and knowledge of computers required. |
| KENT VALUES AND CULTURAL ATTRIBUTES | <p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> |