



TEACH POOLE – MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Annual Reviewing Officer
School:	TEACH Poole
Salary Grade:	F (Point 12 - 17)
Responsible to:	Base Managers
Responsible for:	N/A
Contracted Hours:	10 hours per week
Working Times:	To be agreed

Main Job Purpose

- 1) To operate, maintain and develop the Annual Review process for all pupils within the school, including the administration and meeting planning; liaison with all relevant agencies and parents; collation, population and preparation of appropriate reports; follow up agreed action points raised at the Annual Review meetings.
- 2) To ensure that all Annual Review communications and contacts with parents, the Local Authority and other agencies are proactive, supportive, timely and constructive.

Main Responsibilities and Duties

- 1) To work closely with all school staff, parents, pupils, staff from the Local Authority and outside agencies to ensure that the Annual Review process is carried out efficiently, and appropriately and all aspects of the statutory time frame are met as well as all Local Authority requirements met.
- 2) To organise and plan for all Annual Review meetings, collate relevant reports and paperwork, invite relevant attendees and ensure that reports are issued within the statutory time frame. Where possible, combine Annual Reviews with Personal Education Planning Meetings for Children in Care & Child in Need (CIN) meetings to enable effective multi-professional meetings.
- 3) To support and implement the school's processes in respect of Annual Reviews meetings. To assist in regularly reviewing procedures and to promote the use of ICT to run all procedures in a streamlined and effective manner, identifying and implementing improvements.

- 4) To produce the Annual Review documentation following the meeting and circulate to all the relevant agencies etc. Paperwork to be filed to ensure ease of access by all relevant parties within school in the agreed format.
- 5) To supply on-going guidance to school staff regarding the internal Annual Review process.
- 6) Monitor agreed action points from the Annual Review meetings by reviewing progress with assigned staff on a half-termly basis and producing appropriate documentation.
- 7) To develop positive and co-operative relationships with pupils, staff, parents and all stakeholders.
- 8) Some data input responsibilities and additional administrative responsibilities will be required to support the school's administration team.
- 9) To provide support to SLT and to carry out any other task reasonably requested by the Headteacher.

Other duties

- 1) This job description contains the main responsibilities relating to the post. It is not necessarily a comprehensive definition. Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 2) Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act
- 3) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

Knowledge and Skills

- 1) Ability to undertake work of a variety of advanced tasks, confined to the principal area of activity, requiring detailed knowledge and skills in a specialist discipline when directed to do so.

Contacts and Relationships

- 1) Contacts will be on a range of subjects and the outcomes may not be straightforward: the post holder will need to liaise with a range of contacts and maintain relationships both internal and external to the school.
- 2) Report to the SLT and give advice and recommendations based on this information.
- 3) Liaise with contacts within school: staff, parents/carers, and pupils.
- 4) Maintain contact with external agencies: for example, BCP Council (various departments) plus a number of other Local Authorities and Agencies.

Decisions

- 1) The post holder may be required to give advice and make recommendations to the Headteacher and SLT.
- 2) The post holder will have responsibility regarding scheduling procedures and prioritisation and allocation of work.

Resources

- 1) The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data.

Work Environment

- 1) Work is subject to changing deadlines, circumstances and problems.
- 2) Work requires normal physical effort and is conducted in a normal office environment.
- 3) Work will involve some contact with difficult-to-manage pupils, parents/carers and visitors.

Prepared by: HR
Date: October 2024



PERSON SPECIFICATION

Job Title:	Annual Reviewing Officer
School:	TEACH Poole
Salary Grade:	F (Point 12 - 17)

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Administrative experience in the educational environment and of dealing with a wide range of organisations and parents. • General clerical experience. 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> • 5 GCSE's with a minimum grade C or above in English and Mathematics 	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Ability to minute meetings involving multiple stakeholders and to summarise and clearly present information. Diplomatic, persuasive and influencing skills • Excellent planning and time management abilities • Ability to meet deadlines and remain calm when under pressure • Ability to use analytical skills, including the ability to draw appropriate conclusions from complex information, to offer recommendations/options to SLT. • To advise SLT on appropriate areas related to the role, such as documentation and processes • Ability to draft reports for the Headteacher and SLT • Ability to work effectively under pressure and manage a range of competing projects and tasks to achieve successful outcomes within fixed timescales • Ability to find innovative ways of problem solving and find new ways of improving services 	Application form Interview References Aptitude testing

	<ul style="list-style-type: none"> • Ability to prioritise own workload and successfully manage the work of others • Ability to handle confidential information with discretion 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of special education, the SEND Code of practice and the Annual Review process. • Knowledge of full Microsoft Office suite and ability to produce detailed reports, spreadsheets etc • Sound ICT awareness including the ability to manage and interrogate database systems • Excellent interpersonal skills required dealing with a variety of stakeholders • Knowledge of school's behaviour and management policy and procedures • Knowledge of school's fire and emergency procedures • Knowledge of Child Safeguarding procedures 	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none"> • Strong commitment to customer care and to delivering high-quality services • Self-motivated. Ability to instigate and initiate • Good level of numeracy, literacy, and analytical skills 	Application form Interview References
Other Factors	<ul style="list-style-type: none"> • A flexible and adaptable approach • Commitment to Equal Opportunities • Enhanced DBS check 	Application form Interview References DBS process