



**Lea Valley**  
**ACADEMY**  
aspiration · innovation · respect

# SEN Manager

SO1 (Spine 23–25)  
**Permanent**

Required September 2026



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Headteacher: Stephen Kinson





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# CEO's Welcome

EdAct comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, Salmons Brook School and, the Konrad Halls Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, selfdiscipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

**E**xcellence in all we do

**D**eveloping a shared understanding of teaching and learning by sharing strengths and best practice

**A**mbitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

**C**reative in our approach to achieving the best for the children

**T**rusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

Dr Susan Tranter Chief Executive



# Headteacher's Welcome

It is my pleasure to welcome you to Lea Valley Academy, where we are dedicated to providing a dynamic and supportive learning environment that fosters academic excellence, personal growth, and social responsibility. Our school ethos is rooted in mutual respect, inclusivity, and collaboration, creating a safe and welcoming atmosphere for all.

All members of our community are guided by the core values of our Academy: Aspiration, Innovation, and Respect. These principles are central to everything we do at Lea Valley Academy.

We believe every student possesses unique strengths and talents. Our dedicated team is passionate about nurturing these qualities, encouraging curiosity, and inspiring a lifelong love of learning. We offer a curriculum that is both challenging and engaging, designed to prepare our students for future opportunities.

Lea Valley Academy is more than just a place of learning; it is a diverse and vibrant community where students feel respected. We emphasise the importance of strong relationships among students, staff, and parents, striving to create a safe and inclusive atmosphere where everyone can thrive.

Ensuring the well-being of our community members is at the forefront of our work. Our efforts to support students' well-being have been recognized by both Ofsted and the local authority as models of good practice. Additionally, we have adopted an innovative approach to staff well-being, resulting in staff surveys indicating that teachers at Lea Valley Academy are significantly happier at work compared to the national average. I believe that happy staff lead to happy students.

We are proud of our state-of-the-art facilities, which provide an ideal setting for academic, athletic, and artistic creativity. From our well-equipped classrooms to our modern sports and performing arts spaces, we are committed to offering the best possible resources to support our students' education.

Lea Valley Academy is also dedicated to the holistic development of our students. We offer a wide range of extracurricular activities, clubs, and programs that encourage students to explore their interests, develop new skills, and contribute to their community. We believe that education extends beyond the classroom, and we strive to cultivate well-rounded individuals who are prepared to make a positive impact in the world.

As Headteacher, I am immensely proud of our school community and the achievements of our students. I invite you to explore our website to learn more about the exciting opportunities at Lea Valley Academy and discover what makes it a special place to learn and grow.

**Stephen Kinson - Headteacher**

# Job Description

## **Operational Leadership and Coordination**

Lead the day-to-day organisation and coordination of SEND provision across the school  
Manage and oversee the allocation of support across lessons, interventions, and provision pathways  
Support consistency and continuity of provision for students with SEND  
Respond to day-to-day operational issues and adjust provision as required  
Support the efficient running of the inclusion faculty on a daily basis

## **Staff Deployment and Line Management**

Plan, implement, and maintain LSA/HLTA timetables  
Provide day-to-day direction and support to teaching assistants and HLTAs  
Adjust staffing in response to absence, student need, and timetable changes  
Monitor the effectiveness of staff deployment and make appropriate adjustments  
Support the recruitment, induction, and training of support staff

## **EHCP and SEND Provision Oversight**

Support the implementation of EHCP provision across the school  
Ensure that SEND support plans are delivered consistently in practice  
Coordinate EHCP annual reviews, including scheduling and documentation  
Maintain oversight of provision mapping and intervention tracking  
Identify gaps or inconsistencies in provision and refer to the SENCo

## **Systems, Monitoring and Administration**

Maintain accurate and up-to-date SEND records and systems  
Coordinate SEND processes, including review cycles and documentation  
Support the preparation of information for internal and external monitoring  
Monitor provision and intervention records to support consistency

## **Teaching and Learning Support**

Support staff in implementing adaptive teaching strategies and reasonable adjustments  
Promote and support the inclusion of all pupils, including those with SEN  
Work with students where appropriate to model effective support strategies  
Support the delivery of targeted interventions and provision

## **Communication and Liaison**

Act as a point of contact for day-to-day SEND queries from staff  
Support communication with parents regarding provision and operational matters  
Liaise with teaching staff, Heads of Year, and pastoral teams  
Communicate with external agencies where appropriate  
Refer complex or sensitive issues to the SENCo



# Job Description

## **Other**

To take part in staff induction

Act at all times in accordance with school policies and provide a professional role model

Contribute to the ethos, work, and aims of the school

Undertake any other duties required by the Headteacher or SENCo

**This job description may be amended at any time after consultation with you.** All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.



# Person Specification

This person specification describes the skills, abilities and experience required to carry out the role successfully. It will be used as a benchmark against which all candidates are assessed. Applicants should ensure that their supporting statement clearly demonstrates how their experience, skills, qualifications and personal qualities meet the criteria below.

## **Essential**

- Have suitable educational qualifications and relevant experience working with students with SEND
- Have a good knowledge of SEND and an understanding of EHCPs and SEN support processes
- Have experience of working within a secondary school environment
- Demonstrate strong organisational and administrative skills
- Be able to coordinate and manage competing priorities effectively
- Have experience of supporting or coordinating the work of other support staff
- Have the ability to communicate effectively with staff, students, and parents
- Experience of dealing successfully and diplomatically with parents
- Exhibit flexibility and an ability to work under pressure
- Be able to work independently and as part of a team
- The ability to take initiative and respond to day-to-day challenges
- The aptitude to adapt to changing circumstances
- Be aware of the need to ensure children are safe within school
- Have good communication skills and be able to liaise with teaching staff, pastoral teams and senior leaders
- The willingness to contribute to the well-being and development of students
- Be willing to contribute to the broader life of the school
- A commitment to further professional development

## **Desirable**

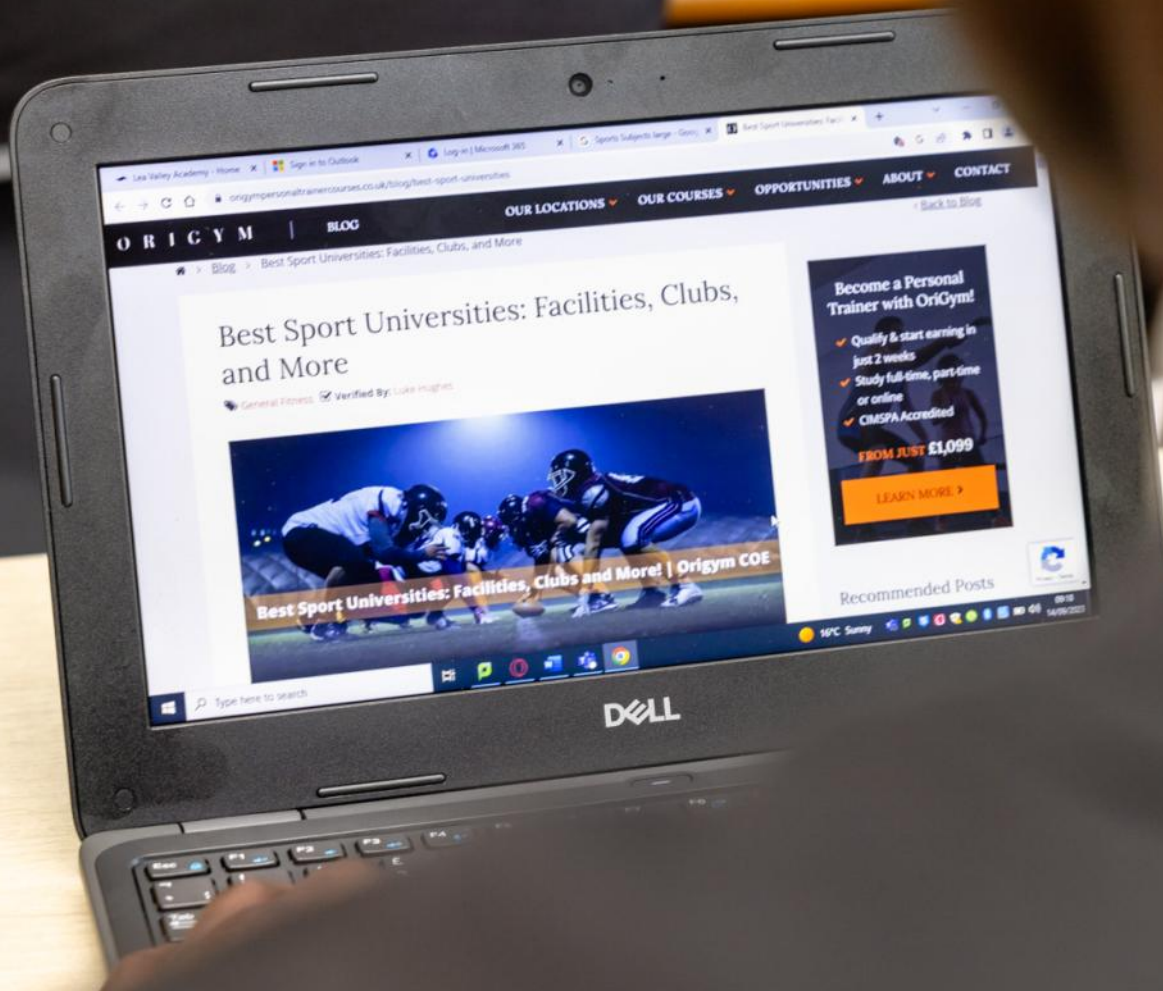
- HLTA status or equivalent experience
- Experience of managing or deploying support staff
- Experience of coordinating interventions or provision for students with SEND
- Experience of maintaining records and tracking student support or progress
- Knowledge of working with external agencies
- An interest in developing further expertise in SEND, including working towards additional qualifications

# Vision and Values

The vision at Lea Valley Academy is to create an inspiring learning environment that encourages high expectations and where every student can reach their potential, strive for success and embrace limitless opportunities.

The key for us is to open new horizons and share possibilities to enable each young person to create their individual life journey. This is made possible by the entire school community living by our set of core values of **Aspiration**, **Innovation** and **Respect**.

Together, we aspire to develop an atmosphere where all our students are valued and supported as individuals, enabling them to grow into independent and confident learners.



# Staff Testimonial #1

In 2017, I commenced my Teach First training placement at Lea Valley Academy, driven by a belief that all young people deserve access to a high-quality education and a brighter future.

Throughout my time here, I have relished the opportunity to develop my practice by learning from experienced colleagues, while also being entrusted with leadership roles. As an ECT, I was given responsibility for a reading strategy and enjoyed leading a small team to implement weekly reading lessons for KS3 students. Following the success of this initiative, I was appointed Head of English and now take great pride in leading a team of passionate, driven teachers, collaborating on a shared vision to improve life chances for our learners.

What I love most about LVA is its diversity, which allows us all to learn from one another. The inclusivity and celebration of each individual's uniqueness truly make LVA a special place to be.

I feel fortunate to continue growing here, with plans to start my NPQSL in the spring term, as I remain committed to helping our young people succeed.



# Staff Testimonial #2

Having been at LVA since 2005 I have had a number of roles which have enabled me to work in both pastoral and curriculum pathways. I have seen over the years the tremendous energy and enthusiasm the staff possess which has transferred to positive outcomes for students.

Whilst at LVA I have also had the opportunity to be a LVA parent as my own child attended the school and stayed on at 6<sup>th</sup> form and like many others left having achieved their desired grades.

I have personally stayed at LVA as we have a strong community, and it has been a pleasure coming into work everyday.

As it is coming to nearly 20 years as a staff member, I look forward to continuing and making a positive contribution.



# Staff Testimonial #3

I only started at LVA recently and whilst it can be, like any school, at times challenging it's also rewarding. I have quickly built bonds with staff outside my department, taken on a club responsibility and look forward to seeing my progression here.

The school prioritises teacher wellbeing at the highest levels, we have an amazing timetable. Professional development is necessary and informed. Inset time is given to both development and preparation appropriately and these small things just make it much easier to have work life balance.

Being a teacher will never be an easy job, but I am proud to be a teacher at Lea Valley Academy

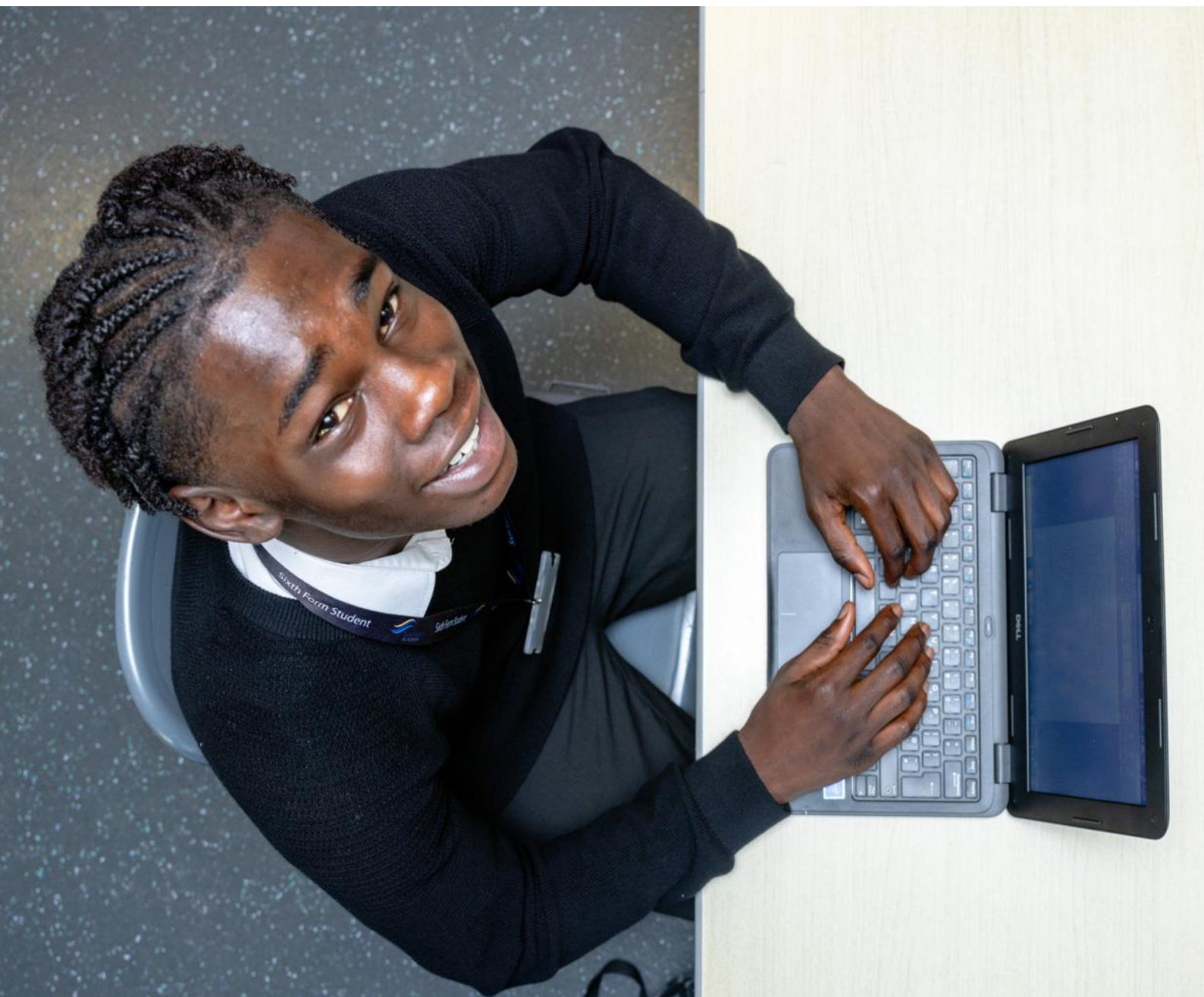


# Staff Testimonial # 4

I started working at LVA in March 2024 and it has been a great journey so far. Lea Valley Academy provides a dynamic and diverse working environment empowering the next generation to achieve their very best.

I work in the office as an SLT/SENCO Administrator, and I can confidently say that no two days are the same. I have thoroughly enjoyed working with an amazing team, the staff are very lovely and supportive, and they really care about each other and the students!

I love that staff well-being is recognised, and I love that students are supported and nurtured. I look forward to continuing to learn in this challenging yet rewarding and vibrant environment. It has been an absolute pleasure being part of the Lea Valley community and I hope to progress within the school in the near future.



# Benefits of working at WA

- Friday early finish for teaching staff
- Two week Autumn Half Term
- Directed time allocated for marking and moderating mock exams and assessments
- All teachers have their own classroom.
- Calendar designed to spread workload (whole school and department level)
- Some staff have a blanking code so they can come in later or leave earlier
- Access to BUPA services
- In-school counsellor available.
- Line Management meetings (wellbeing is first item on agenda)
- Every staff member has their own laptop
- Cycle to work scheme
- Staff induction programme, including support throughout the year
- Plenty of on-site car parking
- On site gym
- Range of extra-curricular activities for staff and students
- Well-resourced library, PE faculty and IT department
- Fully staffed Reprographics department
- Faculty bases to encourage collaborative working
- Personalised CPD programme



