



Job Description

Title	SEND Manager	School/Department	Maiden Erlegh School
Grade	Grade 7, spinal point 25 to 29	Reports to	SENDCO
Job evaluation code	MER040	Date of evaluation	April 2022
Purpose	Assisting the SENDCO in SEND support in school and in management of SEND team.		
Key Accountabilities	To work with the SENDCO to identify students with SEND and to ensure that appropriate support is put in place. To work closely with the SENDCO to ensure that our teaching assistants are deployed as efficiently as possible to maximise support for our students with SEND. To act as line manager to three of the school's teaching assistants, developing a line management relationship, and ensuring that return to work and staff development discussions are taking place in accordance with the school's policies.		
Scope	Main contacts:	Staff responsibilities:	Financial accountability:
	Parents, pupils, staff, and outside agencies	Line management (3 staff members)	None
Main duties and responsibilities	<ul style="list-style-type: none"> Assist SENDCO in Recruitment of Teaching Assistants. Assist SENDCO in Timetabling and Line Management of Teaching Assistants. Work closely with the SENDCO to ensure a coherent and consistent support offer is available and effectively accessed by learners from first point of contact until the student leaves the school. Assist SENDCO in liaising with parents of pupils with SEND. Assist SENDCO in overseeing the transition process for SEND students from primary school to secondary, including liaison with primary schools, parents, and the local authority to ensure an effective and seamless transition from primary to secondary setting. To also include accompanying parents and students on tours of the school. Assist SENDCO in the response to consultations received from the Local Authority for students with an Educational Health and Care Plans (EHCP). Assist SENDCO in development of Educational Health and Care Plans (EHCP). Assist SENDCO in management and implementation of the Annual Review Process for students with an Educational Health and Care Plan. Co-ordinate the provision of Teaching Assistants in support of exam concessions for assessments, PPES and public examinations. Support SENDCO with paperwork for Access Arrangements. Assist SENDCO in management and co-ordination of intervention programmes delivered within the SEN department, including vulnerable visits for Year 6 students. Assist SENDCO in liaison with external agencies, as appropriate, in the support of SEND students including, but not limited to: Educational Psychologist, Sensory Consortium, Local Authority, Speech & Language Therapist etc. Work with the SENDCO to facilitate the co-ordination and further development of the range of learning support services and individual programmes to improve access opportunities for learners. Assist SENDCO in ensuring records are maintained and kept up to date. Assist SENDCO in day-to-day management of issues, this can include students, staff, and parents. 		



	<ul style="list-style-type: none">• Assist SENDCO in ensuring adequate training and staff development needs are met with the ambition to evidence that all members within the team have the opportunity to demonstrate outstanding performance and contribution within the SEND provision.• Assist SENDCO in employing effective management techniques within the staff team where improving quality and addressing under-performance needs arise;• Assist the SENDCO in school participation at the SEN Forum with WBC and SEN Panel.• Complete all required training as directed by the school, in relation to Safeguarding, Health and Safety, Equality and Diversity at work, etc.• Undertake any other duties as directed by the SENDCO or by delegated authority.
Other requirements and responsibilities	Enhanced DBS clearance is required.
Structure chart	<pre>graph TD; SENDCO[SENDCO] --> SENDManager[SEND Manager]</pre>



Person Specification

Role	SEND Manager	School/Department	Maiden Erlegh School
Grade	Grade 7	Job evaluation code	MER040
Qualifications, training and education	<ul style="list-style-type: none">• GCSEs in English and Mathematics or equivalent• NVQ level 3 or equivalent		
Experience	<ul style="list-style-type: none">• Prior experience of supporting students with SEND.• Line management experience desirable but not essential.		
Skills and abilities	<ul style="list-style-type: none">• Microsoft Office skills.• Excellent communication skills, both written and oral.• Exceptional organisation skills – able to prioritise workload.• Ability to identify student and parent needs quickly and deal with queries.• Reliability, tact, diplomacy, confidentiality, and sensitivity are paramount to this post.• Able to work independently but also as part of a team.• Flexible approach to working and a good team player.• Calm, approachable, resolution-focussed disposition.• A role model to peers.		
Requirements specific to the role	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required</p>		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed: Post holder	
Date:	