



JOB DESCRIPTION

Job Title: SEND Manager
Grade: SO2 SCP 26-28
Reporting to: The Academy SENDCO/The Principal

Job Purpose:

To provide leadership and management of all levels of a team of specialist teaching assistants and SEND staff, ensuring high standards of learning and achievements for all students.

As SEND Manager you will:

- Have responsibility for providing professional supervision and specialist advice and support to a multidisciplinary team, ensuring that practitioners in the team meet the requirements of professional and regulatory bodies for supervision, support and CPD.
- Have responsibility to undertake performance appraisal and ensure that all of the team meet the practice standards of the SEND Code of Practice.
- Ensure the effective delivery of SEND support to students, teachers and parents to ensure that our work is highly impactful on student achievement.
- Troubleshoot and problem solve around difficult cases to resolve issues at a local level, wherever possible.

In addition to having responsibility for the day-to-day management of a team, you will:

- Contribute to project work and developments within SEND that aim to address issues of school improvement in relation to students with SEND.
- Improve attendance and behaviour; reducing exclusions; promoting inclusion and removing barriers to achievement for students with SEND.

Responsibilities:

- Manage and process, under the direction of the SENDCO, statutory casework within legal and internal timelines for students at the academy.
- Manage the assessment of children and young people with special educational needs in accordance with the SEND Code of Practice including identifying those requiring need assessments, coordinating assessments, writing EHC plans and arranging appropriate provision to meet children's needs.
- Work with the SENDCO to ensure the academy meets its responsibilities under the Equality Act (2010) in relation to reasonable adjustments and access arrangements.
- Be a key point of contact with external agencies the Local Authority and its support services.
- Ensure that accurate and timely referrals are made to other professionals both externally and internally as part of the diagnosis process.
- Monitor the progress of children and young people with statements/EHC plans including amending statements/EHC plans in the light of annual reviews.
- Promote the successful inclusion of children and young people with SEND.
- Ensure that the team access safeguarding training on a biannual basis and follow safeguarding procedures.
- Quality assure the work of the team and deal with any issues of poor performance in accordance with school policy.
- Undertake performance appraisals of the team. Where a member of the team requires professional supervision from the SENDCo, undertake joint performance appraisal of the member of the team.

GORSE

- Ensure the effective day to day running of the team and be able to demonstrate the impact of the work of the team on improved outcomes for children and young people.
- Provide leadership to ensure statutory requirements are met by the team and work closely with the SENDCO to support and challenge practice in schools and settings.
- Ensure that statutory deadlines are met, and that statutory work is of a high quality and complies with practice standards and expectations.
- Manage individual time allocations of practitioners in the team to ensure that the team are delivering an excellent standard of support.
- Deliver specialist training and input to colleagues to ensure a high level of understanding relating to SEND.
- Provide expert knowledge of SEND practice and legislation to colleagues.
- Ensure all administration work pertaining to SEND is completed to a high standard with accuracy.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Person Specification

Criteria	Essential/ Desirable
Qualifications	E/D
• GCSE Grade C/4 and above in English and Mathematics (or equivalent).	E
• 'A' Level or equivalent qualification (or willing to work towards)	E
Knowledge and Skills	E/D
• Excellent interpersonal skills	E
• Ability to relate well to adults and young people	E
• Strong oral and written communication skills, friendly and approachable.	E
• Good organisational skills with the ability to work calmly under pressure.	E
• Ability to be innovative and creative and work methodically, accurately and logically.	E
• Ability to motivate and organise students.	E
• Commitment to raising levels of student attendance and engagement and to the success of the academy.	E
• Excellent communicator.	E
• Effective team member.	E
• Commitment to safeguarding children.	E
• Drive and determination.	E
• Ambition.	E
• Energy, enthusiasm, sense of humour	E
• Knowledge of ICT applications e.g. Microsoft Office, Excel and SIMS.	D
Experience	
• Experience of working with young people with SEND in a school environment.	E
• A good understanding of policies and procedures relating to SEND, child protection, health and safety, confidentiality and data protection.	E
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance.	E

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