

Job Description

Post Title	SEND Manager
Grade	7
Location	Kelvin Hall School
Reporting to	SENCO

Purpose of Role

To assist in leading and managing the provision of special educational needs within the school through effective use of resources and progress for all pupils. To assist the SENCo with the coordination and oversight of the support of students on the SEN register. Under the guidance of the Assistant Headteacher SENCO / Inclusion and in collaboration with other members of staff, to provide support and intervention strategies in order to meet the pastoral and learning needs of identified students at Kelvin Hall School across both Key Stages. To be responsible for the coordination of a range of programmes for an identified cohort ensuring that progress and support for all identified pupils is effective and successful.

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. Focus on providing targeted support to students between 11-16 on the SEN register.
3. To have a duty to keep young people safe and protect them from harm, and to take reasonable steps to ensure the safety and wellbeing of students, referring to the Safeguarding Lead/Pastoral Year Leader when required.
4. To plan and deliver appropriate strategies and approaches to support and assist students achieve their identified goals/targets.
5. To motivate and encourage students, and help them to develop their self-esteem and confidence and interact with others and school life.
6. To work in a collaborative way with internal staff and external agencies (when required), ensuring a consistent approach to interventions.
7. To respond in a proactive way to the SEN wellbeing of students, before requiring higher tier interventions.
8. Work with Key agencies and alternative education providers in further supporting the needs of students when higher intervention and professional help is needed.
9. To be responsible for, and manage a caseload of students, identifying the level of need and targeted support those students require.
10. To maintain accurate records of all interventions strategies and meetings with students, parents/carers and other agencies, and to complete referral forms for where appropriate.
11. To actively engage in group supervision, applying a systemic approach to cases.
12. To deliver targeted group work with SEN students, providing solution focused, specific interventions.
13. To work on a 1:1 basis with students with identified needs.
14. To provide a drop-in service for students at specific times throughout the week to support with low level immediate SEN interventions.
15. To support during staff development days, sharing expertise and upskilling current staff.
16. To develop areas of expertise and ensure that knowledge and skills are up to date on best practice.
17. Work alongside the student support team and teachers during the school social times to provide supervision of students and support where necessary.
18. To assist the SENCo in applying for EHCPs.
19. To assist in the everyday operation of the ASC base working with other members of the team.
20. To liaise with the exams and data team to provide support for access provision.
21. To oversee literacy/reading programs ensuring effective impact where appropriate.

22. Under the direction of the SENCO, to compile, review and regularly update SEN registers liaising with all relevant colleagues.
23. Working with the SENCO and other staff to write individual support plans.
24. To be responsible for any relevant SEN administration including referrals and reports to external agencies.
25. To be part of the transition team to support staff and students with Year 6 transition.
26. Support Year 11 students with SEND achieving post 16 destinations.
27. To compile evidence and complete applications for EHCPs (with support of the SENCo).
28. Assist with timetable changes for students with SEN.
29. To support the SENCo team with annual reviews and meetings, and meetings with parents and professional agencies deputising for the SENCo when required.
30. To support students in lessons where required.
31. Support with the induction of new members of staff under the direction of the SENCo.
32. To deliver tailored communications training and advice to specific leaders at KHS.
33. To attend conferences when required.
34. To help design and develop a coherent programme of reporting across the team to support the senior leadership team.
35. Attend all staff briefings.
36. To carry out any other reasonable duties as directed by the HT/HOS.
37. Undertake any professional development as identified.
38. Maintain up to date knowledge by attending relevant updates with regard to SEND code of practice

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Work alongside the SEN team and together with parents/carers, focus on the additional needs of our pupils.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	Appropriate Level 3 Qualification or relevant experience working with children and young people,	✓		C
	Degree qualification in the above or equivalent		✓	
	GCSE Grade C/4 (or equivalent) in Maths and English	✓		
Relevant Experience	Experience of working with young people or young adults and experience of supporting SEN pupils	✓		AF, I
	Experience and achievement in the relevant field reflected	✓		
Skills & Abilities	Motivation to work with children and young people	✓		AF, I

	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Ability to work strategically in a creative way, showing flexibility in unplanned situations	✓		
	Be aware/develop an awareness of the distinctive school context and its impact on school performance.	✓		
	Ability to work both on your own initiative and as part of the wider school team	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	Working knowledge of external agencies and support pathways	✓		
	An understanding of the various barriers to learning, particularly SEN	✓		
	Working knowledge of relevant codes of practices		✓	
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Excellent IT, Interpersonal and communication skills	✓		
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)