





**SEND Manager**

Start Date: September 2024

Line-manager: SENDCo & Deputy Headteacher

Welcome

**The St Thomas More Mission:**

**We the St Thomas More family,** ‘aspire not to have more but be more’.

We aspire not to have the world but be more for the world.

**#BeMore**

am delighted to welcome you to St Thomas More Catholic Voluntary Academy.

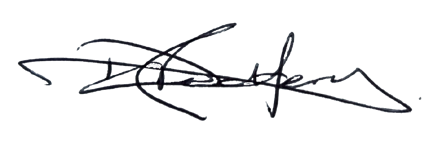
I

We think that STM is a special place where every child is seen as an individual, and where nurturing the gifts and talents of our children is central to our mission. Our motto of ‘aspire not to have more but to be more’ summarises our ambition for our young people to #BeMore.

We achieve this by offering the highest quality of education possible, which includes a broad range of experiences aimed at developing the whole child and enabling all to grow in their faith in a safe and happy environment.

Our academic achievements and the standards of our pastoral care are excellent. We are very proud of the academic progress our students make and we are also very proud of the personal growth that they achieve during their time at St Thomas More.

If you choose to join the St Thomas More family, you will be joining a school which strives for excellence through our strong Catholic faith, our commitment to high standards of achievement, our high expectations of behaviour and respect for all, and a belief in developing a love of learning and healthy living.



Mr D Redfern Headteacher

# About this post



**The Role**

# The Post

To assist in leading and managing the provision of special educational needs learning support; and to take on the role of SEND Operation Manager to support high quality learning, teaching, and behaviour, effective use of resources, and high standards of achievement and progress for all students.

## We are seeking a dynamic and well organised individual to undertake a new role as SEND Manager (assisting the SENDCo).

## This is an exciting time to join our SEND Department as we expand our team to support those pupils most in need.

**#BeMore**

*‘Aspire not to have more but to be more’*

Saint Oscar Romero

**St Ralph Sherwin Catholic Multi-Academy Trust**

**Job Description**

**SEND Manager**

St Thomas More Catholic Voluntary Academy is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Reporting to:** Deputy Headteacher and SENDCo

**Responsible for:** HTLAs, TAs within the SEND Department

**Liaising with:** Staff, Parents and External Agencies

**Grade/Salary:** Band 5, SCP 19-24

**Contract Type:** Fixed Term – reviewed annually, Full Time & Part Time 0.6 – 3 days considered

(Term Time Only)

**Hours: 19.5-**37 hours per week

**Location:** St Thomas More Catholic Voluntary Academy

**Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key: I = Interview A = Application Form | | **Essential** | **Desirable** | **How evidenced?** |
| **Qualifications and Experience** | HTLA Status |  | ✓ | A |
| GCSEs at grades 9 to 4 (A\* to C) including English and Maths | ✓ |  | A |
| Experience of working with children, primarily those of secondary age | ✓ |  | A |
| Experience of planning and leading teaching and learning activities (under supervision) | ✓ |  | A & I |
| Experience managing/organising other people | ✓ |  | A & I |
| QTS |  | ✓ | A |
| Specialist qualification in SEND |  | ✓ | A |
| **Skills and Knowledge** | Good literacy and numeracy skills | ✓ |  | A & I |
| Good organisational skills | ✓ |  | I |
| Ability to build effective working relationships with pupils and adults | ✓ |  | I |
| Ability to work independently under pressure | ✓ |  | I |
| Skills and expertise in understanding the needs of all pupils | ✓ |  | I |
| Knowledge of how to help adapt and deliver support to meet individual needs | ✓ |  | I |
| Excellent verbal communication skills | ✓ |  | I |
| Subject and curriculum knowledge relevant to the role and ability to apply this effectively in supporting teachers and pupils | ✓ |  | I |
| Active listening skills | ✓ |  | I |
| Knowledge of guidance and requirements around safeguarding children | ✓ |  | I |
| Good ICT skills, particularly using ICT to support learning | ✓ |  | I |
| Understanding of roles and responsibilities within the classroom and wider school context | ✓ |  | I |
| Understanding of effective teaching methods | ✓ |  | I |
| Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support | ✓ |  | I |
| Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice | ✓ |  | I |
| EHCP requirements | ✓ |  | A & I |
| Access Arrangements |  | ✓ | A & I |
| **Personal Qualities** | Enjoyment of working with children | ✓ |  | I |
| Sensitivity and understanding, to help build good relationships with pupils | ✓ |  | I |
| A commitment to getting the best outcomes for pupils and promoting the Catholic ethos and values of the school | ✓ |  | I |
| Ambition to develop one’s self and others | ✓ |  | I |
| Calm, sensitive compassionate, dedicated and persevering | ✓ |  | I |
| A good sense of humour | ✓ |  | I |
| Commitment to maintaining confidentiality at all times | ✓ |  | I |
| Commitment to safeguarding and equality | ✓ |  | I |

**Job Description**

**Main Purpose**

The core focus of this job is to support the SENDCO. The post holder will do this by assuming responsibility for a case load of students on the SEND Register, undertaking reviews, parent/carer evenings and supporting teaching staff.

**The post holder will have specific responsibility for:**

* Deputising for the SENDCO with leading the team responsible for providing support to pupils with SEND.
* To line manage members of the TA team as allocated by the SENDCO
* To assume responsibility for a caseload of students on the SEND Register, conducting EHC reviews and attending multiagency meetings and conducting meetings with families and external agencies as required.
* To work with the SENDCO to oversee the integration of TAs within departments, including:
  + Assisting with formulating and modifying timetables as appropriate in order to meet the needs of statemented students.
  + To assist in planning and implementing short-term timetable changes required due to staff (TA) absence, in order to provide full-time support for specified students.
  + As appropriate, support the SENDCO in briefing TAs of timetable changes or other relevant issues.
  + Supporting TAs in ensuring that they are present in lessons/sessions as specified on their timetables.
* Monitoring and co-ordination of work for SEND students educated at home or in alternative provision.
* To work with the Exams Officer and SENDCO to arrange additional exam provision, including access arrangement evidence and allocating staff to exam timetables.
* To manage and maintain provision maps, ‘pupil passports’ for pupils with SEND, using tracking systems and analysis of learners with EHCPs/SEND across all KS.
* To ensure specific health needs are met via appropriate liaison and referral
* To help raise levels of attendance and punctuality for EHCP, SEND and PP students through timely analysis of data.
* To provide pupils with the guidance, support, challenge and resources required to sustain motivation and improve attainment.
* To work closely with the SENDCO, DHT, DSL, Attendance Officer and Exams Officer as required internally.
* Manging EHCP funds to ensure that provision is met, monitored and evaluated
* To conduct and support other staff to conduct, in depth testing of students so as to better understand their Learning, Communication or SEMH needs. Use the information gathered from the testing to inform classroom strategies and additional interventions.

**Intervention Responsibilities**

* To work collaboratively with Heads of Departments to ensure implementation of intervention strategies and support the SENDCO in the QA of said strategies.
* To plan and deliver interventions to undertake both group work and regular one to one sessions with students as part of the intervention strategy
* To develop curriculum resources in collaboration with the SENDCO and relevant class teachers to ensure that pupils with SEND can access a full and well-rounded curriculum and have the required level of support.
* To promote emotional wellbeing via planned intervention with young people
* To provide QA of in class support and interventions, and of TA work with individual students
* To ensure specific health needs are met via appropriate liaison and referral

**Communication**

* To build an effective relationship with the parents/carers of these students and hold parent/carer evenings using feedback collated from teaching staff and interventions.
* To work with students and families to support the Access Arrangements process.
* To liaise effectively with external agencies including the Local Authority, Education Psychologist, providers of Alternative Provision and any other applicable external agencies

**General Duties and Responsibilities:**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Undertake planned supervision of students’ out of school hours learning activities
* Supervise students on visits, trips and out of school activities as required
* Research and maintain up-to-date knowledge in the field.

**Health and safety and Safeguarding**

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our academy’s child protection policy
* Managing accidents in line with academy’s policy and procedures.

**Professional development**

* Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with Academy leaders, and identifying relevant professional development to improve personal effectiveness including research
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Academy and Trust
* Participate fully in the academy’s appraisal procedures

**Personal and professional conduct**

* Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside our academy
* Have proper and professional regard for the ethos, policies and practices of the academy, and maintain high standards of attendance and punctuality
* Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
* Respect individual differences and cultural diversity

**Additional Responsibilities**

* Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the catholic ethos of the academy.
* Attend team and staff meetings in the school day
* Assist in extra-curricular lessons or activities.
* Attend after school events such as open evenings and parents' evenings as directed.
* Uphold the school’s behaviour code and uniform regulations.
* Be responsible for ensuring subject knowledge is developed and participate in staff training and development.

The SEND Manager will be required to safeguard and promote the welfare of children and young people, and follow academy policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Any other duties which may arise during the course of work and are authorised by the Headteacher or member of the Senior Leadership Team. Such duties will be commensurate with the general level of this post and will be subject to the skills and abilities of the post holder.

**Headteacher/line manager’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postholder’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

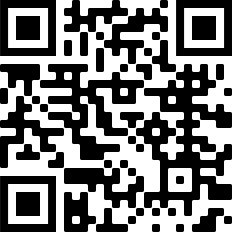
**Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



*‘Aspire not to have more but to be more’*

Saint Oscar Romero

St Thomas More Catholic Voluntary Academy, Palace Fields,

Buxton, Derbyshire,

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