



Job Description

Job Title: SEND Officer
Grade: SO1 SCP 23-25
Reporting to: Leeds Mathematics School (LMaS) SENDCO

Job Purpose:

To provide leadership of support for LMaS students (LMaStudents) with SEND ensuring:

- outstanding academic learning and achievement;
- powerful 'next steps' destinations;
- excellent personal, social and emotional outcomes for all LMaStudents with SEND.

As SEND Officer you will:

- Lead the effective delivery of SEND support to LMaStudents, and to their parents & carers and their teachers, to ensure that our support for LMaStudents with SEND is comprehensive, personalised and highly impactful.
- Ensure there is comprehensive, personalised and highly impactful support for the full range of needs of the neurodiverse LMaStudents in LMaS' high-performing academic context.
- Ensure that LMaS' provision is closely attuned to the specific needs of post-16 STEM specialists.
- Troubleshoot and problem solve around difficult cases to resolve issues at the local level, wherever possible.
- Act as the first point of contact for SEND-related enquiries from parents & carers and from LMaStaff.
- Maintain Exam Access Arrangements evidence folders and liaise with the LMaS Exams and Attendance Officer for invigilation, rooming and logistics.
- Contribute to LMaS' self-evaluation and development plan.
- Deliver accredited qualifications that focus on independence, employability, and personal effectiveness, including but not limited to ASDAN Level 2 Employability and ASDAN Level 3 Certificate in Personal Effectiveness.
- Have responsibility for providing specialist advice and support to the multidisciplinary LMaS pastoral team.
- Ensure that all of the LMaS pastoral team know and meet the practice standards of the SEND Code of Practice.

In addition to having responsibility for the day-to-day leadership of support for LMaStudents with SEND you will:

- Work alongside the LMaS pastoral team, to complete projects and developments within SEND that aim to address issues of school improvement in relation to LMaStudents with SEND.
- Support the LMaS Exams and Attendance Officer to improve attendance.

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- Promote educational and pastoral inclusion by removing barriers to achievement and participation, particularly for LMaStudents with SEND.

Responsibilities:

- Manage and process, under the direction of the SENDCO, statutory casework within legal and internal timelines for LMaStudents.
- Provide SEND guidance to the Admissions team.
- Oversee the assessment process for young people with special educational needs in line with the SEND Code of Practice. This includes identifying those who require needs assessments, coordinating the assessment process, drafting Education, Health and Care (EHC) and/or Individual Education (IE) plans, and arranging appropriate provision to ensure each young person's needs are effectively met.
- Draft costed provision maps and manage the SEND budget and any top-funding in line with provision needs, deploying resources impactfully and effectively.
- Work with the SENDCO to ensure LMaS meets its responsibilities under the Equality Act (as amended) in relation to reasonable adjustments and access arrangements.
- Ensure that LMaS' website content relating to SEND aligns with the Leeds Local Offer and meets all statutory requirements.
- Be a key point of contact with external agencies, including 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 LMaStudents with statements and/or EHC and/or IE plans, including amending statements and/or EHC and/or IE plans in the light of annual reviews.
- Organise and attend parent & carer meetings, including EHC and/or IE plan reviews, taking follow-up actions as required.
- Promote the successful inclusion of young people with SEND, including those who are not LMaStudents, such as participants in onsite Outreach programmes and attendees at Easter Revision and Offer Holders' Day.
- Provide leadership to ensure SEND statutory requirements are met by the pastoral team and work closely with the SENDCO to support and challenge practice in LMaS.
- Ensure that SEND statutory deadlines are met, and that statutory work is of exceptional quality and complies fully with the highest practice standards and expectations.
- Deliver specialist training and input to LMaS leadership, teaching and operations staff to ensure a high level of understanding relating to SEND.
- Provide expert knowledge of SEND practice and legislation to all LMaStaff.
- Ensure all administration work pertaining to SEND is completed to the highest standard of accuracy.
- Engage in professional development in a wide range of areas such as ASC, ADHD and anxiety strategies.
- Attend any formal training specific to any LMaStudents with high needs.
- Deliver 1:1 and small group support for identified LMaStudents with SEND.
- Model inclusive strategies in classrooms and build LMaStaff confidence in supporting LMaStudents with SEND (including young people with SEND who are not LMaStudents, for example participants in onsite Outreach programmes and attendees at Easter Revision & Offer Holders' Day).
- Supervise the LMaSanctuary and lead the Peer Mentoring program.
- Support the LMaS Exams and Attendance Officer to administer and interpret GL assessments to determine eligibility for Exam Access Arrangements (EAA).

Personal Responsibilities:

- 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.
- 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.
- Complete AM, break, lunch & PM duties as required by the Principal.

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 LMaS events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
• Grade C/4 and above in GCSE English and Mathematics (or equivalent).	E
• Relevant Level 3 Qualification (or willing to work towards).	E
• ASDAN Level 2 Employability and ASDAN Level 3 Certificate in Personal Effectiveness (or willing to work towards).	D
• Evidence of recent and relevant professional development in SEND (e.g. ASC, ADHD, anxiety strategies).	D
• Up-to-date knowledge of the SEND Code of Practice and related statutory guidance.	D
Knowledge and Skills	E/D
• In-depth knowledge of SEND legislation, including the Equality Act (as amended), and its application in education.	E
• Clear understanding of inclusive practice, strategies to remove barriers to learning, and approaches that promote participation for all LMaStudents.	E
• Understanding of safeguarding responsibilities within the context of SEND.	E
• Ability to lead, supervise and support a multidisciplinary pastoral team, ensuring compliance with practice standards.	E
• Excellent organisational and administrative skills, with the ability to meet statutory deadlines and maintain accurate records.	E

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• Strong communication and interpersonal skills, able to engage confidently with staff, parents, carers, external agencies, and LMaStudents.	E
• Skilled in drafting high-quality statutory documentation, reports, provision maps and website content.	E
• Ability to deliver effective training and model inclusive classroom strategies for colleagues.	E
• High level of IT literacy, including data management systems and online platforms.	E
• Knowledge of exam access arrangements and assessment processes (e.g. GL assessments).	D
• Competence in budget management and resource deployment.	D
• Ability to contribute to wider school improvement initiatives beyond SEND.	D
Experience	E/D
• Significant experience of working with children and young people with a wide range of SEND, ideally in secondary or post-16 education.	E
• Experience of managing and processing statutory SEND casework (EHC plans, IEPs) within strict timelines.	E
• Experience of working with parents, carers, teachers, and multi-agency professionals to secure positive outcomes.	E
• Proven ability to troubleshoot and resolve complex SEND-related issues.	E
• Experience of monitoring progress and adapting support plans based on reviews.	E
• Experience of delivering SEND-related training and guidance to staff.	E
• Evidence of contributing to school self-evaluation and improvement planning in relation to SEND.	D
• Experience of administering and interpreting assessments to inform support and exam access arrangements.	D
• Previous involvement in managing provision budgets and preparing costed provision maps.	D
• Experience of supervising pastoral initiatives such as mentoring programmes or SEND support spaces (e.g. learning sanctuaries).	D
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

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.