



## **Job title: SEND Support Manager**

Salary:	Grade 5 (JNC 9-17)
Hours:	Full time
Contract type:	Permanant
Reporting to:	Assistant Headteacher/SENDCo
Responsible for:	Students with additional needs (as directed)

### **Main purpose**

The SEND Support Manager will oversee an area of the SEND Department supporting the duties of the SENDCo by:

- Providing exceptional support to specific students in line with statutory documents
- Manage a SEND hub under the direction of the SENDCo
- Have excellent relationships with students
- Adapt the curriculum so that students with additional needs can thrive in the environment.
- Organise and manage the review process internally and externally for students.
- Appraise staff in line with school policy as requested

### **Duties and responsibilities**

#### **Support to Teacher/SENDCo**

- Provide information to staff about the individual needs of students
- Have overall management responsibility with a key area of the provision in our academy
- Provide updates/reports/paperwork in relation to the operational duties
- Ensure your areas of responsibility are compliant within the SEND Code of Practice
- Implement effective support to staff and students in school in line with area of responsibility
- Have effective relationships with colleagues
- Direct teaching assistants as appropriate
- Complete effective appraisals in line with the trust policy, as directed by the SENDCo
- Effectively remove barriers to learning for students
- Co-ordinate & facilitate key stage transition

#### **Support to Students**

- Complete relevant paperwork in a timely manner in line with statutory guidance
- Have information accurately recorded and readily available for review processes



- Build positive and effective relationships with the students you are working with
- Have an excellent knowledge of the needs of students
- Know the students on the SEND register
- Spot signs of SEND in students and put the relevant support in place
- Complete Tier Plans/Student Learning Plans, accurately, effectively and in a timely manner
- Provide excellent care, support, and guidance for students
- Build and maintain effective relationships between school and home

### **Support to Curriculum**

- Provide information to class teachers on how to overcome barriers to learning
- Provide support/guidance to other staff on how to adapt the curriculum
- Provide resources to ensure the curriculum is effectively adapted
- Provide appropriate work to students to complete when working the SEND Hub
- Ensure that students receiving interventions/support are able to access these skills in the classroom
- Update parents/carers and teachers on how to work effectively with students
- Understand how the curriculum works in Individual subjects to be able to provide advice and guidance on how students can access the curriculum effectively
- Support and monitor the progress of students
- Co-ordinate and deliver form time curriculum including PSHE

### **Support to School (this list is not exhaustive)**

- Implement relevant policies and practices in school
- Attend meetings as directed
- Provide inputs/updates at inclusion/pastoral meetings on relevant students as directed
- Be proficient in the use ICT and relevant programmes used in the SEND Faculty
- Complete relevant duties as directed
- Review trends in data and respond to the information accordingly
- Complete general administration in relation to SEND
- Effectively safeguard students in line with academy policies
- Complete the operational duties linked to the role. This will be reviewed on an annual basis.  
(see attached)



## Operational Duties (reviewed annually)

### SEND Support Manager

- Make referrals to external agencies as requested/directed
- Prepare paperwork for Annual Review Meetings
- Gather information/updates from teaching staff about progress of students
- Manage information on the LA SEND Hub
- Ensure the SEND area of the Academy website is up to date and accurate
- Attend SEND reviews as directed (SEN Support and EHCP Students)
- Manage the SEND register with the SENDCo
- Ensure academy information systems have accurate coding for SEND students
- Manage the Learning Referrals (requests for testing) within the academy
- Provide accurate and up-to-date strategies for teachers on how to support students
- Update provision map
- Complete relevant training in relation to the role/needs of the role e.g. SEND updates
- Organise external agencies to come into school
- Meet with parents/carers as required
- Provide updates to parents/carers and teaching staff regularly

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 SEND Support Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive or Associate Headteacher.



**Person specification** (this is a guide and is not expected that any one candidate will necessarily fulfil all of the list points)

Skills	Assessed
<b>Qualifications</b> <ul style="list-style-type: none"> <li>English and Maths GCSE (C or above/ Grade 4 or above)</li> <li>Relevant qualification in supporting learning/SEND</li> </ul>	AF AF
<b>Experience</b> <ul style="list-style-type: none"> <li>Evidence of working successfully with young people who have additional needs</li> <li>Evidence of supporting young people in a learning environment</li> <li>Attended courses that can aid the development of young people (for example counselling, mentoring)</li> <li>Demonstrate ability to overcome a difficulty</li> </ul>	I, R AF AF AF
<b>Knowledge</b> <ul style="list-style-type: none"> <li>To understand young people with challenging behaviour/additional needs</li> <li>Be able to apply the schools polices effectively</li> <li>Understanding of working in a setting to educate young people</li> <li>Understand how to support a young person in and out of the classroom</li> <li>To be able to deal with parents and other agencies effectively</li> <li>To enable a young person to make effective progress</li> <li>Understand how to effectively safeguard young people</li> </ul>	O AF, R AF O I I, R I, R
<b>Leadership</b> <ul style="list-style-type: none"> <li>Ambitious standards and expectations of yourself</li> <li>Set ambitious standards for others</li> <li>Is a motivator of others</li> <li>Can inspire young people to achieve their goals</li> <li>Is an effective team player</li> <li>Has integrity and accountability</li> <li>Has excellent intra/interpersonal skills</li> <li>Does not shy away from a challenge</li> </ul>	AF O O I I I, R I, R
<b>Supporting Learning and Teaching</b> <ul style="list-style-type: none"> <li>Excellent Literacy and Numeracy skills</li> <li>Strong communicator</li> <li>Can work with young people with a range of additional needs</li> <li>Can form outstanding relationships with young people</li> <li>Can adapt lessons to suit the needs of all young people</li> <li>Has excellent time management and organisational skills</li> <li>Strives to drive achievement and standards</li> <li>Is resilient and possess an excellent sense of humour</li> <li>Will embed the school ethos into all aspects of school life</li> <li>Will be an effective Key Worker for students</li> </ul>	AF I O O I I, R I O I

AF – Application Form, I – Interview, O – Observation, R – Reference