

# ABINGDON LEARNING TRUST



**John Mason School**  
Excellence Through Creativity

## SEND Manager

### JOB DESCRIPTION

<b>Role</b>	<b>SEND Manager</b>		<b>Reports to</b>	SENCO
<b>Grade</b>	Grade 9 point 23-26 (£27,741-£30,451 FTE)		<b>Hours of work</b>	37 hours per week, term time only, plus 5 INSET
<b>Purpose</b>	Management of the SEND team and related activities.			
<b>Scope</b>	<b>Main contacts:</b> Parents, pupils, staff and outside agencies	<b>Staff responsibilities:</b> Management of core TA team	<b>Financial accountability:</b> None	

#### Accountabilities:

*The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post*

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- Timetabling and line management of Teaching Assistants.
- Work closely with the SENCo to ensure a coherent and consistent support offer is available and effectively accessed by learners from first point of contact until the student leaves the school.
- Liaison with SEND parents.
- Oversee the transition process for SEND students from primary school to secondary, including liaison with primary schools, parents and the local authority to ensure an effective and seamless transition from primary to secondary setting. Also including accompanying parents and students on tours of the school.
- Development of Educational Health and Care Plans (EHCP) as appropriate with the SENCo.
- Management and implementation of the Annual Review Process for students with an Educational Health and Care Plan. This includes chairing the meetings, and checking all paperwork both before and after the meeting.
- Apply for and maintain a record of all top up funding for the EHCP students.
- Co-ordinate the provision of Teaching Assistants in support of exam concessions for assessments, PPES and public examinations.
- Management and co-ordination of intervention programmes delivered within the SEN department as directed by SENCo.
- Attending Local Authority SEN panels as appropriate to monitor new student EHCP's and ensure funding agreed for EHCP's at panel reflects appropriate support costs.

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- Liaison with external agencies as appropriate in the support of SEND students including, but not limited to: Educational Psychologist, Local Authority, etc.
- Working with the SENCo to facilitate the co-ordination and further development of the range of learning support services and individual programmes to improve access opportunities for learners.
- Day to day management of issues, this can include students, staff, and parents.
- Responding to staff cover issues to ensure limited impact on learning.
- Supervision of Learning Support room to ensure area is staffed at all times. Including supervising over the break times.
- Ensuring adequate training and staff development needs are met with the ambition to evidence that all members within the team have the opportunity to demonstrate outstanding performance and contribution within the SEND provision.
- Employ effective management techniques within the staff team where improving quality and addressing under-performance needs arise.
- Delivering training to all members of the school community relating to; the specialist provision, whole school approach to SEND responsibilities.
- Complete all required training as directed by the school, in relation to Safeguarding, Health and Safety, Equality and Diversity at work, etc.
- Undertake any other duties as directed by the SENCo or by delegated authority.

## **Personal Attributes:**

- Microsoft Office skills
- Excellent communication skills, both written and oral
- Exceptional organisation skills – able to prioritise workload
- Ability to identify student and parent needs quickly and deal with queries
- Reliability, tact, diplomacy, confidentiality and sensitivity are paramount to this post
- Able to work independently but also as part of a team
- Flexible approach to working and a good team player
- A role model to peers

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Signed: (Employee):

Date:

Signed: (on behalf of the Academy):

Date: