



JOB DESCRIPTION

NAME:

POST: **SEND Manager**

SCP: **6 (SCP 16-22)**

RELATIONSHIPS:

The post holder is accountable to Vice Principal (Inclusion) in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

PURPOSE:

The post holder will ensure high standards of progress, attainment and provision of SEND and vulnerable pupils across the Academy.

MAIN DUTIES & RESPONSIBILITIES:

- To assist in leading and managing the provision of special educational needs within the Academy through effective use of resources and high standards of achievement and progress for all pupils.
- To co-ordinate, oversee and monitor the support of pupils on the Academy's SEN Register,
- To apply for Education and Health Care Plans (EHCPs) for pupils with complex needs.
- To liaise with teaching staff, Senior Leaders, Inclusion Assistants, external agencies and parents/carers.
- To assist in the day-to-day operation and management of the Inclusion Department, working with other members of the department and the Inclusion Assistants.
- To manage and oversee the Inclusion Register.
- To support with the running of and planning of exam access arrangements, including completion of Form 8 and assessing for EAA.
- To timetable other SEN related assessment.
- To manage appropriate resources for interventions for pupils with special needs and ensure that they are used efficiently, effectively and safely.
- To oversee the SEND Reading and Comprehension intervention programmes and ensure that there is an impact on progress and learning.

- To compile, review and regularly update SEN Registers, liaising with department colleagues and Year Link Teachers and to support the SENCO.
- To analyse data to identify need for intervention and assessments of pupils with SEND.
- To be responsible for relevant SEN administration such as writing student information passports or referrals to outside agencies.
- To support and at times lead in Annual Reviews for pupils
- To compile evidence and support the completion of applications for EHCPs for pupils with complex needs.
- To have an overview of all new admissions identifying if any intervention or further assessments are required.
- To be part of the transition team in order to identify and support personal and learning needs of pupils in Year 6.
- To line manage Teaching Assistants on a day-to-day basis.
- To implement the behaviour policy for pupils with SEND.
- To support Year 11 pupils with SEND in achieving their post 16 destination.
- To support with the appraisal process of support staff

GENERAL:

- To promote and support AAT's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their

character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: **Date:**
Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

Ambitions Academies Trust Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974

Outstanding Achievement for All