



Burnham Grammar School

JOB TITLE: SEND Manager

LOCATION: Burnham Grammar School

GRADE: Bucks Scale: 6

37 hours a week; 39 weeks a year + 2 weeks

DEPARTMENT: SEN

REPORTS TO: Assistant Headteacher

POSTS SUPERVISED DIRECTLY Learning Support Assistants

DETAILS OF ANY STAFF SUPERVISED INDIRECTLY:

MAIN PURPOSE OF JOB:

1. To ensure that all pupils who potentially require special needs provision are identified and targeted with appropriate support and their progress tracked to ensure that they make good progress throughout their time at Burnham Grammar School
 2. To ensure all students receive equality of educational opportunities throughout their time at the school in order to maximise their full potential; both academically and socially.
 3. To monitor and track students for whom English is an Additional Language and coordinate any support for such students.
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DUTIES AND RESPONSIBILITIES:

1. To effectively manage the LSAs to ensure that appropriate support is given to students on the SEN register and for those identified as having English as an additional language. This will include:
 - Carrying out appraisals for SEN team members and completing relevant paperwork to ensure that the process is completed. Writing targets for staff and carrying out review meetings.
 - Providing/arranging cover for LSAs as necessary.
 - Distributing workload evenly throughout the team and managing any conflicts as they arise. Dealing with LSA queries on an ad hoc basis.
 - Supervising any temporary staff that we need to employ.
 - Providing and coordinating training for staff and induction for any new members of staff, including Health and Safety Training.

- Arranging and chairing SEN Department meetings.
 - Being responsible for writing and amending LSA timetables.
2. To identify all students who potentially require special needs provision and ensure they receive appropriate support. This will involve working with parents, departments, and pastoral managers and assessing their needs using screening tests.
 3. To work with the appropriate member of staff to ensure that risk assessments are carried out for students with disabilities prior to their start at school and when trips are organised.
 4. To conduct IEP/ESP (or alternative) reviews with parents to monitor and review student's targets. This includes all administration involved in this process and disseminating this information to parents and staff.
 5. To be the first point of contact in school for SEN queries and to respond promptly and appropriately to parental queries.
 6. To monitor the academic progress of students on the SEN register, including conducting ARD appointments with students where appropriate and completing line management proformas.
 7. To prepare for and arrange annual reviews for all students with a statement ensuring all key personnel have been invited and reports completed prior to the meeting. To complete all consequent administration, ensuring that county deadlines are met.
 8. To manage the SEN register and any monitored students in line with the SEN policy to decide whether they need to be on the register.
 9. To manage the SEN budget.
 10. To assess all students who have been identified for exam access arrangements; inform exams officer/exam board and ensure students understand any arrangements that have been put in place.
 11. To manage current SEN provisions that we have in place and keep up to date with any new developments through CPD sources.
 12. To be responsible for monitoring the support that students receive from outside agencies and to meet with these services on a regular basis to plan their workload. This includes working closely with pastoral managers to refer any students who may be a cause for concern and informing teaching staff of outside agencies involvement where appropriate.
 13. To coordinate and arrange network meetings and where appropriate keep records of such meetings.
 14. To work with Head of House and the Whole School Pastoral Manager to ensure the smooth transition of any students previously identified as having Special Educational Needs, Disabilities at primary

school, including school visits and meetings with primary school staff and parents where appropriate.

15. To screen all year 7 students and new entrants into year 8/9 using appropriate reading, spelling and math's assessments. This will include producing reports, analysing the results and informing SLT and pastoral managers.
16. To produce a SEN report each term to be included in the Governors report.
17. To review the whole school SEN policy with the SENDCo and SEN Governor. To contribute to and revise other SEN department policies as appropriate.
18. To provide in class support in line with the role of a Learning Support Assistant as required.
19. Literacy support for individual students.

General

18. To ensure the quality and accuracy of all information inputted and collected.
19. To process and maintain student records, both manual and computerised, in line with school procedures.
20. To set up and maintain suitable filing systems.
21. To deal with telephone callers, take accurate telephone messages, appraise and action emergencies and duty calls.
22. To have due regard to health and safety of self, staff, students and visitors and have responsibility for bringing matters of concerns to attention of the Business Manager.
23. To ensure confidentiality at all times adhering to the Data Protection Act.
24. To carry out any broadly similar duties as may be required from time to time.
25. Undertake occasional whole class supervision in the absence of class teachers, setting work previously prepared by the teacher.
26. To update or edit sections of the school website as directed.

Date prepared.....

This document must not be altered, without consultation with all relevant parties, once it is signed.

Signature of Post holder..... Date.....

Signature of Headteacher..... Date.....