



## Job Description

### SEND Support Administration Manager

**Reporting to: Vice Principal for Inclusion**

#### **Main Purposes of the Job:**

To manage the administrative aspects of SEND provision and the SEN support register at The Oldershaw School, ensuring that all pupils with special educational needs and disabilities receive appropriate support to achieve their potential. To manage key documentation for access arrangements and work with exams officer and admin staff to comply with regulations and submission for exam access arrangements.

To manage the staffing and student cohorts in both the Reintegration Zone and The Personalised Learning Zone, ensuring that all students are provided for, and staff are allocated accordingly.

#### **Key Duties, responsibilities, and accountabilities:**

##### **Management**

- Management of SEN support documentation, meeting minutes and other supporting documents for interventions of SEN support students
- Management of stakeholder meetings, giving guidance, advice and statutory information
- Management of exam access arrangement evidence and oversight of required documentation to comply with JCQ guidelines
- Manage the financial elements of SEND funding, including monitoring of units available and liaison with the finance team

##### **Pupil Support**

- Identify and assess the needs of pupils with SEND, managing relevant paperwork for referrals
- Develop and manage the implementation of Individual Education Plans (IEPs) for pupils
- Liaise with parents, carers, school staff and external agencies to ensure comprehensive support is in place for pupils

##### **SEND Register Management**

- Take responsibility for maintaining and updating the SEND register, alongside the SENCO, ensuring accurate records of pupils' needs and provision
- Take responsibility for termly reviews of the SEND register with relevant staff, aligning with SEN review meetings

## **Meeting Coordination**

- Organise SEND-related meetings, including multi-agency meetings; managing agendas, expected input from school and actions
- Collaborate with staff to ensure effective communication and planning around pupil needs, directing as required to ensure consistency and provision

## **PLC (Professional Learning Centre)/RZ (Reintegration Zone) Documentary Coordination**

- Manage all documentary aspects of the PLC provision, ensuring that SEND students have access to relevant curriculum documentation to meet their needs
- Manage and co-ordinate the staffing for the PLC & RZ, ensuring that students have appropriate supervision and provision
- Take responsibility for PLC meetings to share best practice and strategies for supporting pupils with SEND
- Track students accessing the provision and apply for funding as appropriate

## **Specific Responsibilities as a member of staff:**

- Be punctual for all commitments
- Committed to teamwork within all aspects of the school
- Be proactive in terms of furthering knowledge and skills
- Support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Ensure that all school's policies are implemented as appropriate
- Attend all meetings as directed

## **Health & Safety**

All staff at Oldershaw are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line manager, and the Health & Safety Manager.

## **Equality & Diversity**

Staff at Oldershaw are expected to promote equality of opportunity for all pupils and staff, both current and prospective, and to support an environment that values diversity and respect.

## **Data Protection**

All staff at Oldershaw have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the school, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the school, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the schools' GDPR policy.

## **Safeguarding & Child Protection**

The Oldershaw School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the school's Safeguarding and Child Protection policy and procedures at all times.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed to reflect or anticipate changes in the job commensurate with the grade and job title

**Signed** (Post Holder) .....

**Signed** (Line Manager) .....

**Date** .....