

Job Description: SEN Manager

Date	March 2024	Salary Grade:	A30 – A37
Accountable to	Director of SEN	Hrs per week	Full time, 52 weeks per year
In liaison with	SEN Team and SLT		

Purpose of the Post

1. Provide high quality management of the SEND department and support the SEND Director in the development and progress of SEND pupils.
2. Oversee the day- to-day operation of the SEN department at Crossharbour.
3. Identify SEND needs and work directly with teaching staff, support staff, parents, and outside agencies to ensure pupils' needs are met in school.

Day to Day Management

- Oversee emotional support including mentoring and counselling.
- Act as the front-line interface between staff and pupils to oversee and support day-to-day concerns and needs.
- Establish and develop appropriate support for pupils' emotional needs.
- Support and assist the Director of Behaviour and Heads of Year in de-escalation, behaviour support and the On Call process.
- Keep accurate records of SEN files and data.
- Assist Trust Director of SEND with primary school visits and consultations.
- Offer key support for vulnerable and SEND students.
- Monitor laptop trolley and assign to individual pupils.
- Establish appropriate TA support for pupils across the curriculum and year groups.
- Liaise with the Director of Health and Safety to support students with medical needs.
- Keep abreast of developments in subjects and corresponding changes in pupils' needs.

- Develop and facilitate social development groups and work directly with Phoenix outreach.
- Oversee SEND Safeguarding concerns and action appropriately.
- Oversee and develop the relationship between CWC and external agencies to provide intervention/ support groups.

Provision Map

- Lead and grow importance of provision map, ensuring all SEND students have 3 cycles of learning plans and reviews per year.
- Ensure student pupil passports are accurate and updated yearly.
- Work directly with pastoral staff in creating behaviour plans.
- Provide training to teaching and support staff to ensure provision map is accurately used.

SIMS

- Update SEND status (Status, adding need and SEND documentation).
- Ensure appropriate systems are up to date and accurately reflect data.

EHCPs annual reviews

- Plan and conduct annual reviews effectively for years 7-11.

- Liaise with the Trust Director of SEND and ensure all external agencies attendance to meetings e.g., SALT, CAMHS, Social workers.
- Lead on collating evidence for Annual reviews from pupils, parents and staff.
- Action outcomes of Annual Reviews and ensure meeting is recorded.
- Ensure actions discussed in Annual Reviews are carried out and shared with relevant staffing bodies.
- Update records and data and link with PM learning plans.

Parent Meetings

- Establish relationships with parents and share and monitor progress, concerns and create support plans.
- Offer Support and guidance for families with appropriate strategies and external family support.
- Monitor pupils' behaviour and make appropriate referrals.
- Conduct Annual reviews and EHCP meetings in accordance with Tower Hamlets council.
- Provide networking and support opportunities for parents and siblings.

Cognitive assessment

- Responsible for GL assessment (Dyslexia, Dyscalculia and exact).
- Conduct assessments and analyse assessment data ensuring relevant outcomes are actioned.
- Supervise and monitor pupils completing assessments.
- Develop teacher understanding and provide support in implementing strategies for teaching and learning.
- Ensure documentation and data is appropriately stored and added to school systems.
- Establish working relationships with private assessors and external agencies.
- Collate assessment reports to develop evidence for EHCP applications.

Access Arrangements

- Be the designated coordinator for exam arrangements for Years 9-11.
- Liaise with assessor accordingly arranging meetings and assessments.
- Lead exam arrangements from Year 9 onwards, ensuring all staff have flagged appropriate pupils ahead of assessment date.
- Lead on the assessors timetable and complete form 8s ahead of arrival.
- Ensure each assessed child has appropriate evidence to support exam arrangement and is recorded in SEND files.
- Ensure all documentation is tracked and uploaded on the SCQ website for approval tracking.
- Liaise directly with parents and staff to inform of them of each individual's exam arrangements.
- Create learning plans to reflect results and review these termly.
- Oversee exam arrangements folders and ensure EHCP students have a written letter by Trust Director of SEND.

Support Staff

- Oversee performance management of support staff.
- Ensure support staff have access to appropriate training relevant to school systems and learning support.
- Oversee TA introduction to role and provide tour and overview of the school ethos.
- Create an appropriate support plan for all pupils ensuring expertise is utilised to benefit pupils learning.
- Create staffing structure, timetabling support staff accordingly.
- Oversee timesheets of all support staff.
- Liaise with HR and staffing agencies.
- Ensuring support staff have access to appropriate resources and provide understanding of SEN support available for students.



Referrals

- Support the Trust Director of SEND in the completion of external referrals (ASDAS, CAMHS etc).
- Support the Trust Director of SEND in providing emotional support in school, through THEWS, Young Minds & Barnardos services.

Year 11s

- Oversee post-16 applications for SEND and LAC pupils.
- Complete College/ sixth form visits with child.
- Complete references for SEND students.
- Hold Year 11 annual reviews (final document including change form).
- Facilitate work experience for SEND students.
- Ensure child with SEND are making appropriate choices.
- Research and prepare several colleges and sixth forms to present to child and families in Annual Review.

Any Other Duties

- Undertake any task to support the safe daily functioning of the Trust to support the academy as requested by the Principal/CEO.

Signed _____

Date _____

