

JOB DESCRIPTION

SEND MANAGER

Grade	OA10
Hours	37 per week term time plus five weeks
Accountable to	SENDCo & Director of SEND
Accountable for	SEND Provision and Progress at Olney campus

MAIN DUTIES AND RESPONSIBILITIES:

To ensure that pupils at the Olney campus with Special Education Needs are identified and receive appropriate provision, intervention strategies and differentiation of the curriculum, according to their statutory entitlement, so that the best learning outcomes are achieved.

LEADERSHIP AND MANAGEMENT

- Develop and oversee day to day operation of the School's SEND Policy at the Olney campus
- Co-ordinating advice to teaching staff to ensure the highest quality of teaching and of learning for pupils at Olney
- Management of a team of Teaching Assistants and Higher Level Teaching Assistants
- Co-ordination and liaison with external support specialists working with pupils at Olney
- Liaison with LA regarding entry of pupils with EHCP plans to Olney campus, including negotiating of appropriate provision
- Ensure training needs of Olney TAs met
- Manage the transition experience for pupils with SENDs to the Olney campus, and their support throughout that process.

TEACHING AND LEARNING

- Ensure all Olney teaching staff are aware of individual pupil learning needs and of appropriate teaching and learning strategies (requesting time in staff meetings or INSET days if required)
- Initiate effective and efficient implementation of diagnostic procedures at Olney
- Analyse individual pupil data in order to assess and monitor progress of individual pupils at Olney
- Draw up a timetable of support for all TAs and support teachers at Olney
- Maintain school systems for SEND at Olney
- Using data, identify Olney pupils to complete appropriate catch-up programmes for literacy and numeracy and ensure that teachers and TAs delivery programmes have appropriate schemes of work matched against need
- Ensure delivery of individualised programmes, incorporating literacy and numeracy for Olney pupils who present as being vulnerable, either because of cognitive and/or behavioural concerns
- Devise individual programmes for Olney pupils with EHCPs
- Work collaboratively with SENDCo's from Olney's feeder primary schools to ensure smooth transition of year 6 pupils with SEND
- Be responsible for the writing, collation and regular review of SEND Support Plans and PPPs at Olney

- Provide advice, support and resources for faculties at Olney as appropriate
- Collate evidence for and make applications to the LA for EHCP assessments of Olney pupils.

ASSESSMENT

- Analyse individual pupil data to assess and monitor the progress and attainment of Olney pupils with Special Educational Needs
- Contribute to the annual analysis of exam results, plotting individual progress of Olney pupils against level of need
- Ensure that the SEND register at Olney is collated and reviewed at the start of the academic year, making appropriate modifications in line with pupil progress
- Ensure all Olney staff have access to the SEND register and other relevant data
- Oversee / complete as appropriate, the school referrals from Olney for statutory assessment and related reports
- Ensure all access arrangements are in place for exams at Olney and that all staff are aware of their roles and responsibilities.

PUPIL ENGAGEMENT

- Attend PSP/multi-agency meetings, both as a specialist and as a referring agency for Olney pupils who are presenting with problems
- Engage with the relevant staff to implement appropriate programmes for Olney pupils who receive flexible provision
- Lead Olney staff in the SEND area in creating an atmosphere in which pupils are engaged in learning
- Liaise with Olney parents as appropriate
- Manage and complete the Annual Review process for Olney pupils with EHCPs, ensuring that the appropriate professional agencies are invited
- Oversee provision for Olney pupils with physical disabilities, modifying timetables as appropriate
- Liaise with appropriate pastoral leaders, in drawing up work programmes for Olney pupils who have temporary disabilities or who have been withdrawn from classes for extra support
- Keep up to date with new developments in the delivery of SEND
- Oversee individual and group interventions at Olney to improve literacy and numeracy and support homework tasks
- Apply for Higher Needs Block Funding as appropriate for Olney pupils.

STAFF DEVELOPMENT

- Be responsible for the induction and ongoing training of TAs and HLTAs at Olney
- Be responsible for ensuring performance management takes place at Olney according to school policy
- Ensure that TAs have access to training to develop their skills in line with the standards for different levels of TA at Olney.

MONITORING

- Ensure that appropriate monitoring of engagement, progress and assessment takes place for Olney pupils with SEND
- Lead the Olney team in effective self-review which will feed into whole school review
- Ensure that there is regular, informative lesson observation, both for the role of TA support, classroom strategies and the delivery of small group programmes at Olney

GENERAL

- Be aware of the School's aims, organisational values and behaviours and their impact on this post
- Contribute to all aspects of the SEND Team as and when required
- Participate in working groups on relevant school matters as required

- Participate in the School’s performance management process
- Carry out the duties of the post in accordance with all school policies
- Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the School in health and safety matters
- Support at the Newport Pagnell campus as needed or if the SENDCo is not available.

ETHOS AND CULTURE

- Promote an ethos and culture that are in line with achieving the aims of the school.

DATA PROTECTION

- Ensure all documentation is stored and processed in line with the School Data Protection Policy and Document Retention Guidelines in line with the General Data Protection Regulations (GDPR).

HEALTH AND SAFETY

- Carry out basic safety checks;
- Ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply.

GENERAL

- Support relevant out of school learning activities, e.g. clubs and other activities within school guidelines
- Carry out any reasonable tasks as directed by the Headteacher, a member of SLT or your Line Manager.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time after discussion with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed:
 Staff Member

Dated:

July 2023