

JOB DESCRIPTION

POST:	Support Staff – SEND Manager
PAY SCALE:	Bournemouth Grade 6 (SCP16-22): FTE £24,012-£27,041)
REPORTING TO:	SENDCO
RELATIONSHIPS:	SENDCO/TAs/SLT/Teaching Staff

PURPOSE: The SEND Manager will:

- i) promote the progress and achievement of SEND students throughout Oak Academy. This role will be student-focused and will ensure high standards and expectations for both SEND students and staff.
- ii) promote the attendance of SEND students throughout Oak Academy and be responsible for interventions and support required to reduce persistent absence.
- iii) lead on all aspects of Exam Access Arrangements for students, under the guidance and supervision of the SENDCO.
- iv) work in partnership with the class teachers to support learning in line with the national curriculum, The SEN Code of Practice (2014), the Equality Act (2010 and Professional Standards for Teaching Assistants (2016) in addition to school policies and procedures.

REQUIREMENTS:

- i) Home visits – A Driving Licence and Appropriate Insurance is required
- ii) Lone working at times

DUTIES:

The Post holder will:

- i) Assist the SENDCO with the identification, assessment and provision for all students with SEND.
- ii) Ensure that the SEND Register is kept accurate and up to date, and that staff are kept informed of student's SEND.
- iii) Provide staff with the relevant and necessary information so that they have a clear direction and understanding of the needs of SEND students.
- iv) Work with the SENDCO to ensure that students are awarded appropriate Exam Access Arrangements, in respect of their needs.
- v) Be responsible for the implementation of the attendance strategy for students with SEND.
- vi) Work with Senior Leaders regarding Year 6 entry to Oak and Year 11 progression from Oak to ensure that there is a smooth transition for students with special educational needs.
- vii) Refer students to the appropriate agencies for further support.
- viii) Engage in liaison meetings with appropriate outside agencies, under direction of SENDCO, and facilitate opportunities for external agencies to work with students and staff, where appropriate.

Oak Academy

Sian Thomas, BEd (Hons), CEO - AAT
Paul Holman, BSc (Hons), Director of Outcomes
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- ix) Liaise with relevant outside agencies to ensure that individual student's SEND are met effectively.
- x) Assist with the smooth day-to-day running of the SEND Department.
- xi) Manage an efficient administrative system.
- xii) Maintain contact with parents of SEND students
- xiii) Deputise for SENDCO in matters relating to SEND.
- xiv) Ensure the website is updated with relevant information regarding SEND

KEY ACCOUNTABILITIES:

- i) Ensure compliance with the Academy data collection and protection policy and associated legislation.
- ii) Provide quality assurance of the EAA process.
- iii) Co-ordinate the production of statutory returns relating to SEND.

GENERAL:

- i) Support our culture that states High Expectations lead to High Achievers
- ii) Comply with, promote and act in accordance with all policies
- iii) Support and mentor other members of the team and maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities
- iv) Provide a welcoming environment to visitors and telephone callers
- v) Keep colleagues informed about aspects of your work and schedule which may affect the support you can give them
- vi) Comply with data protection legislation and expectations for confidentiality.
- vii) Develop your effectiveness in a support role through updating your knowledge and skills and seeking and taking account of constructive feedback on your performance and make effective use of the development opportunities available to you
- viii) Promote and safeguard the welfare of students in your care or that you come into contact with, in accordance with the Academy's Safeguarding and Child Protection Policy

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants with a disability or additional need and continued employment for any employee who develops a disabling condition.

This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

Signed: Date

Post Holder

Signed: Date

Principal

Safeguarding and protecting our children and young people from harm is central to the Trust's ethos. We want to make sure that children and young people feel safe and secure. This post is subject to an enhanced DBS check.

High Expectations lead to High Achievers