

Job Description: SEND Casework Manager: Admissions

Job Purpose:

The SEND Admissions and Tribunals Officer will be responsible for managing the admissions process for students with Special Educational Needs and Disabilities (SEND) within the Propeller Academy Trust (PAT). This includes handling placement consultations, responding to tribunal requests, and liaising with Local Authorities (LAs) and PAT Headteachers to ensure the Trust meets statutory obligations and provides high-quality placements for SEND learners.

Key Responsibilities:

Admissions and Placement Consultations:

- Manage the consultation process for placements of students with Education, Health and Care Plans (EHCPs) across the Trust's academies.
- Review consultation requests from LAs and assess suitability based on student needs and school capacity.
- Liaise with PAT Headteachers, SENDCOs, and senior leadership to determine placement viability.
- Prepare and submit responses to LAs within statutory timeframes.

Tribunal Case Management:

- Develop a strong understanding of the specific context, needs, and capacity of each school within the Trust in order to write robust, accurate, and well-evidenced responses to placement consultations and tribunal statements.
- Coordinate and respond to tribunal appeals relating to school placements and EHCP content.
- Gather and prepare documentation, evidence, and reports for SEND tribunals.
- Liaise with legal representatives, LAs, and school staff to ensure robust case preparation.
- Attend tribunal hearings where necessary, representing the Trust's interests.

Liaison and Compliance:

- Develop and maintain strong working relationships with Local Authorities, ensuring compliance with SEND Code of Practice.
- Act as the primary point of contact for all matters related to SEND admissions and tribunals.
- Stay informed about changes in SEND legislation and policies, including reforms, assess implications of these changes on the Trust's SEND admissions and tribunal processes and communicate these to leaders.
- Work closely with PAT leadership to develop, implement and review policies and procedures aligned with SEND statutory requirements.
- Advise on Annual Reviews where appropriate
- Ensure accurate and up-to-date record-keeping for all admissions and tribunal cases.

Support and Training:

- Provide guidance to Headteachers, Senior Leaders, and school administrators on SEND admissions processes.
- Keep up to date with changes in SEND legislation, sharing relevant updates with the Trust's schools.
- Assist in developing training materials and delivering sessions on SEND admission best practices.

Person Specification:**Essential:**

- Knowledge of SEND Code of Practice and statutory requirements related to EHCPs and school placements.
- Experience managing SEND admissions or tribunal processes within a school, MAT, or local authority setting.
- Strong understanding of SEND legislation and its application to school admissions.
- Demonstrate ability to anticipate and respond to changes in the SEND landscape, ensuring the Trust's practices remain compliant and effective.
- Excellent communication and interpersonal skills, with the ability to liaise effectively with multiple stakeholders.
- Strong organisational skills and the ability to manage multiple cases and deadlines.
- Ability to multi-task and work efficiently and effectively when under pressure
- Experience working with Local Authorities on SEND matters.

Desirable:

- Experience representing schools or MATs in SEND tribunals.
- Knowledge of funding arrangements for SEND students.
- Experience working in a Multi-Academy Trust environment.
- Experience of leadership and/or SENDCO work in a specialist school

Other Information:

- The role may require occasional travel to schools, meetings, and tribunal hearings.
- The Trust is committed to safeguarding and promoting the welfare of children, and the successful applicant will be required to undergo an enhanced DBS check.

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

The Propeller Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race (including colour, nationality, ethnic or national origin), religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marriage, or civil partnership.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.