

Job description

Job title:	SEND Manager
Responsible to:	SLT/SENDCo
Responsible for:	TBC
Location:	New Forest Academy
Hours of work:	37 hours per week, term time + inset days
Salary:	SCP 12 - 17

Overview of the role:

The role of the SEND Manager is to support the SLT/SENDCo with all operational and administrative processes, in order to enable a smooth and effective educational provision to all of our pupils with special education needs or disabilities. The SEND Manager will maintain all record systems to ensure the school's SEND records are accurate and up to date. They will gather data and do analysis to support planning of the school's SEND strategy and approach. They will also be the main liaison with both internal and external stakeholders to ensure all staff, parents, and external agencies are enabled to effectively support our SEND students.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

Record Management

- Following the guidance of the SLT/SENDCo, maintain accuracy of the SEND register, ensuring it is always up to date.
- Following guidance from SLT/SENDCo maintain accuracy of documentation linked to the SEND Dashboard
- Devise and maintain an efficient filing system, organised in line with the SEND code of practice recommendations, which can be easily accessed by the SENDCo and other relevant bodies.
- Maintain accurate records for all external and internal referrals, such as School Counsellor, CAMHS, Behaviour Support Services etc.
- Ensure completed Review Reports are sent to the relevant local authority, and maintain a record of all meetings and track EHCP updates.
- Following any external agency visits, enter relevant information onto the school's relevant SEND system and ensure receipt of reports.
- Manage and monitor Edukey Provision Mapping Tool to ensure that all SEND Pupils Passports, Individual Learning Plans and Provisions are completed and reviewed by the relevant members of staff.

Administrative Support

- On a day-to-day basis work closely with and support the SLT/SENDCo in the role of administrative support.
- Account for and filter all post, ensuring that correspondence is answered, copied or directed to the relevant member of staff as appropriate.
- Action various emails, such as internal/external queries, and file as requested by the SLT/SENDCo.
- Manage an electronic diary for Annual Reviews and Professional meetings: dates, invitees etc.

- Answer telephone calls (often of a very difficult or sensitive nature), take messages, keep a record of all calls made/received and ensure relevant staff are kept informed promptly of any communication.
- Attend Annual Review Meetings, in the role of taking notes and preparing packs for each person present.

Financial Management

- Support the SLT/SENDCo to complete and return top up funding information to the Finance hub and/or LA, ensuring it is sent within the deadline.
- Monitor and manage stock within an agreed budget on behalf of the SLT/SENDCo and the department.
- Complete order forms on behalf of the department; ensuring goods ordered are received and are correct.

Planning and Preparation

- Actively contribute to the planning, development and organisation of support service systems, liaising, as appropriate, with all relevant stakeholders in and out of the school
- In collaboration with SLT/SENDCo, organise and manage the Annual Review of EHCPs and monitor the completion and reviews of Pupils Passports, Learning Plans and provisions, ensuring the accurate compilation of all reports and paperwork and prompt circulation to all relevant bodies.
- Collect and analyse student data to inform the school's SEND approach.
- Monitor and evaluate attendance and exclusion rates for pupils with SEND in comparison to all other pupils in the school and provide analysis to SLT/SENDCo
- Support the SLT/SENDCo as required with appropriate deployment of TAs.
- Provide in class, group and one to one support to targeted pupils as deemed appropriate by the school.

Working with internal and external stakeholders

- Communicate with parents / carers to ensure they attend relevant meetings.
- Collect and escort parents/carers to and from reception for the Annual Review Meetings, sometimes in difficult or uncomfortable circumstances.
- Liaise actively with in-school and out-of-school providers to record, track and monitor various provisions for students with SEND.
- Liaise directly with outside agencies such as SEND Services, Education Psychology Service etc. regarding specific students under the direction of SLT/SENDCo and ensure that accurate feedback is given to the SLT/SENDCo.
- Maintain a referral list for internal and external services, ensuring visits run smoothly by liaising with staff, sending out letters of invite to parents, arranging rooms etc.
- Ensure that, where pupils transfer to/from another school or educational institution, information on provision and SEND files are shared with the appropriate authority or the proprietor of that school or institution.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.

4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others and to appropriately report hazards, illnesses or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, Equity, Diversity and Inclusion:

At Lift Schools, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

Person specification

Qualifications and experience

Essential

- L3 qualifications - A levels or equivalent.
- L2 qualifications - GCSE Maths and English at least a Grade 4 or equivalent.
- Working in an educational setting with SEND students.

Desirable

- Bachelor's degree in relevant discipline.
- School experience working in SEND.

Knowledge and skills

Essential

- A good understanding of the SEND landscape within education and any relevant legislation.
- Excellent administrative skills.
- Ability to use a Management Information System (MIS), particularly Arbor.
- Good written and verbal English.
- Awareness of safeguarding and child protection.

Desirable

- IT literacy with Google Workspace.
- Strong data analysis skills and the ability to use findings to inform approach.

Leadership skills

Essential

- Able to plan and prioritise own workload and manage conflicting demands.

Desirable

- NA

<ul style="list-style-type: none"> • Ability to respond well to a changing environment. • Excellent communication skills with the ability to receive and convey important information with a variety of different stakeholders. 	
Personal attributes and behaviours	
Essential <ul style="list-style-type: none"> • Ability to deal with sensitive issues with the highest levels of confidentiality. • Have a passion for working with and supporting children. • Empathy to understand the needs and challenges of students with SEND. • Work effectively as part of a team. • Ability to work independently, be proactive, and prioritise work. • Have a creative, innovative and flexible approach to raising expectations and achievement for students with SEND. 	Desirable <ul style="list-style-type: none"> • Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are: <ul style="list-style-type: none"> ○ Share ideas early, often and honestly ○ Embrace constructive disagreement ○ Value ideas, not ego ○ Be curious and open to new ideas ○ Focus on facts and reason
Special requirements	
<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check. • Right to work in the UK. • Evidence of a commitment to promoting the welfare and safeguarding of children and young people. • Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services. 	