



MAIDEN ERLEGH
CHILTERN EDGE

JOB DESCRIPTION

SEND Manager

Grade

Grade 7

Purpose

To lead the administrative coordination of SEND provision and support the SENDCO in maintaining high-quality, inclusive and statutory-compliant provision for students with SEND through accurate systems, effective communication and well-coordinated processes that promote positive outcomes and wellbeing for all learners.

Staff Responsibilities

Line management responsibility for Teaching Assistants.

Deployment

Fixed-site deployment at Maiden Erlegh Chiltern Edge.

Financial Accountability

No budgetary responsibility.

Key accountabilities

- Teaching and Learning: ensure accurate and timely communication of students' SEND needs, provision and support strategies so that colleagues can plan effectively and students receive appropriate support;
- Assessment: coordinate annual reviews, SEN Support Plan reviews and associated documentation, data and follow-up actions to support accurate assessment and statutory compliance;



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- **Behaviour Management and Student Wellbeing:** maintain accurate and confidential SEND records and provide clear, timely responses to SEND queries to support continuity, safeguarding and student wellbeing;
- **Pastoral and Inclusion:** maintain accurate SEND information, coordinate referrals, professional visits, classroom support plans and provision mapping, and support effective partnership working with families and external agencies;
- **Trust Culture:** contribute to the ethos, values and aims of the school and maintain effective working relationships across the Trust and with external partners;
- **Other:** lead SEND administrative processes, support Education, Health and Care Needs Assessment and Education, Health and Care Plan activity, manage SEND communications and resources, and support compliance with Joint Council for Qualifications requirements and access arrangements.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.

The postholder will liaise with the SENDCO, Teaching Assistants, the Exams Officer, local authority colleagues, educational psychologists, health professionals and other external agencies involved in supporting students with SEND.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

The postholder will support effective working relationships with colleagues across the Trust and external partners.



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Main duties and accountabilities

Teaching and Learning

- Support the effective implementation of SEND provision by ensuring that students' needs, agreed provision and support strategies are communicated accurately and promptly to relevant colleagues.
- Coordinate and share SEND information so that colleagues can plan appropriately for individual students and provide consistent support across the curriculum.

Assessment

- Coordinate annual review processes, including scheduling meetings, preparing documentation, recording outcomes and managing follow-up actions, to ensure statutory requirements are met and students' needs are assessed accurately.
- Review SEN Support Plan targets three times each year, collate relevant data and share outcomes with parents and carers.
- Support the coordination and review of classroom support plans and provision, ensuring updated information is shared with relevant stakeholders.
- Ensure agreed SEND provision is recorded accurately on the provision map.

Behaviour Management and Student Wellbeing

- Maintain accurate, confidential and up-to-date paper and electronic SEND records in accordance with data protection requirements, ensuring information is shared appropriately when updated and at key transition points.
- Act as the first point of contact for SEND queries, providing clear, accurate and timely responses.
- Ensure information relating to students' SEND needs is handled sensitively and shared appropriately to support continuity, safeguarding and wellbeing.



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Pastoral and Inclusion

- Maintain an accurate and up-to-date SEND register and associated student information.
- Coordinate referrals to external services, including Child and Adolescent Mental Health Services and Speech and Language Therapy, and liaise with relevant professionals.
- Complete and submit external referral forms accurately and within required timescales.
- Coordinate educational psychologist and other agency visits, including arranging appointments, preparing information, proofreading reports and managing follow-up actions.
- Promote effective communication and collaboration with students, parents and carers, colleagues and external professionals to ensure coordinated support for students with SEND.

Trust Culture

- Contribute to the overall ethos, values, work and aims of the school.
- Build and maintain effective working relationships with colleagues across the school and Trust and with external partners.
- Carry out responsibilities in a professional, collaborative and confidential manner.

Other

- Assist with the administration of Education, Health and Care Needs Assessment processes.
- Track correspondence with the local authority relating to Education, Health and Care Plan applications, assessment processes and funding requests.
- Manage meetings for the SENDCO, including scheduling, documentation, room bookings and follow-up administration.
- Lead SEND administrative tasks, including managing SEND and medical laptops, arranging account set-ups for SEND provision, drafting and distributing communications, coordinating room bookings and producing SEND bulletins.
- Support the Exams Officer to ensure compliance with Joint Council for Qualifications requirements.



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- Maintain accurate access arrangements records, including evidence of testing, consent and approvals.
- Maintain accurate, confidential and up-to-date SEND systems and documentation to support effective oversight, statutory compliance and continuous improvement.

Line Management

- Create an inclusive working environment for your team and effectively manage team members, ensuring that appropriate HR policies and processes are followed.
- Support the development of your team, for example, by identifying training needs, suggesting development options and providing coaching and mentoring.
- Work with team members to resolve conflicts, concerns or problems, and address well-being issues as they arise

Other requirements and responsibilities

- Comply with and support the development and implementation of policies and procedures relating to child protection, safeguarding, health, safety and security, equality of opportunity and data protection.
- Report safeguarding concerns or information received in accordance with Trust and school procedures.
- Uphold the highest standards of professional conduct and confidentiality.
- Share Maiden Erlegh Trust's commitment to safeguarding, equality and promoting the welfare of children and young people.
- Maintain suitability to work with children and satisfy all required employment checks, references and enhanced Disclosure and Barring Service clearance.
- Carry out such other associated duties as may reasonably be assigned by the Headteacher.