

Job Description: SEND Manager



Title of Post	SEND Manager
Grade and SCP	Grade 9, Points 23-25
Hours/Working Weeks	37 hours per week, term time only + 2 PD Days
Post Status	Permanent
Accountable To	Assistant Headteacher/SENDCO

Main Purpose

Working under the direction of the SENDCO and Leadership Team, the SEND Manager will play a key role in coordinating and delivering high-quality support for students with special educational needs and/or disabilities. Building on the core principles of inclusive practice, the postholder will oversee the day-to-day organisation of SEND provision, ensuring effective planning, delivery, assessment and review of targeted interventions and support. The SEND Manager will work closely with teachers, support staff, students and families to remove barriers to learning, promote independence and wellbeing, and enable all students to achieve their full potential. Accuracy in record-keeping, contribution to statutory processes, and the effective management of systems and resources within the SEND and inclusion department will be central to the role.

Duties & Responsibilities

Student Support:

- Acting as a Key Worker for specified students: Liaising with parents/carers, Subject Teachers and relevant outside agencies / professionals and services in Shropshire and Telford and Wrekin; implementing Individual Plans; providing feedback to students, contributing to Annual Reviews.
- Planning, delivering and assessing specific Intervention programmes with individual or groups of students, both inside mainstream lessons as well as in withdrawal lessons.
- Creating adapted resources to support students' individual needs.
- Identifying and championing opportunities to develop successful social interaction and encouraging peer support.
- Promoting self-esteem by praising effort and ensuring identifiable success in the classroom.
- Encouraging students' independence in all areas of life.
- Ensuring the safety and integration of students with physical and sensory needs.
- Helping to manage students' physical and medical needs when necessary (Training will be provided).
- Helping with therapy programmes when necessary (Training will be provided).
- Administer routine tests and invigilate exams. (Provide students' support with internal and external exams in compliance with the Equality Act, 2010).
- To support with the management of students' transitions from primary to secondary, secondary to college and sixth form to employment, training or university.

Support to SENDCo:

- Coordinating the Annual Review process to ensure statutory deadlines are met.
- Corresponding with parents, external agencies and other professionals at the direction of the SENDCo.
- Collating data to provide progress feedback to external agencies.
- Maintaining the SEND list, student files and intervention schedule.
- Assisting with the administration and processing of testing and Access Arrangements for examination.
- Record keeping of Exam Concessions documentation in readiness of JCQ inspection.
- Providing administrative support for meetings, including management of the diary of the SENDCo.
- Supporting the SENDCo with timetables and rotas for teaching assistants.
- Assisting in updating provision maps, learning plans and student passports.
- Supporting the triage process for SEND Support and further referral in line with the graduated response.

Support to the Learning Support Team and Wider Teaching Staff:

- To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of students.
- To act as a leading point of liaison and contact between the SEND and inclusion team and the wider school teaching staff.
- Work alongside the Subject Teachers in lessons to help students access the curriculum.
- To accompany teaching staff on trips and school activities and take responsibility for a named student / group under the general supervision of a teacher.
- Be aware of and support school policy and procedures.
- Attend relevant in-service training.

Line Management of Teaching Assistants (TAs)

The SEND Manager will have responsibility for the **day-to-day line management of the Teaching Assistant team**, working under the strategic direction of the SENDCo to ensure high-quality support for students with SEND.

This will include:

- Line management and professional oversight of Teaching Assistants, ensuring clarity of role, accountability, and high professional standards.
- Supporting the recruitment, induction and deployment of Teaching Assistants in line with student need and whole-school priorities.
- Managing TA timetables, deployment and rotas (in collaboration with the SENDCo), ensuring support is effective, equitable and responsive.
- Conducting regular one-to-one meetings with Teaching Assistants to review performance, workload, wellbeing and professional development needs.
- Monitoring the quality and impact of Teaching Assistant support within lessons and interventions, including feedback to staff where appropriate.
- Identifying training needs and facilitating access to relevant CPD so that Teaching Assistants are equipped to support SEND pupils effectively.
- Addressing underperformance, absence or conduct concerns in line with school policies, escalating to the SENDCo where required.
- Promoting consistent practice across the TA team, aligned with current SEND guidance, school expectations and inclusive classroom practice.
- Ensuring Teaching Assistants work to promote pupil independence and high expectations rather than dependency.

- Acting as the first point of contact for Teaching Assistants on operational matters, modelling professionalism and positive working relationships.

Professional Development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Responsibility for safeguarding and promoting the welfare of children.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all schools policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the Schools and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

CEO signature:

Date:

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Postholder's signature:

Date:

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Person Specification –SEND Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard level of education • 5 GCSEs or equivalent, including English and Maths 	<ul style="list-style-type: none"> • Academic or professional qualifications in disciplines relevant to SEND
Work or Relevant Experience:	<ul style="list-style-type: none"> • Relevant personal and professional development • Working in an environment where experiences included taking initiative and self-motivation • Working as a member of a team 	<ul style="list-style-type: none"> • Previous experience of management of people • Experience in building strong collaborative relationships • Experience of working within a school environment.
Skills/Knowledge	<ul style="list-style-type: none"> • Willingness to participate in training and development opportunities • Excellent ICT skills • Ability to train, supervise and develop other staff** • Excellent organisational skills • Ability to manage time effectively • Understanding of data protection 	<ul style="list-style-type: none"> • Knowledge and understanding of annual reviews • Skilled/Experienced in SEND
Personal Attributes	<ul style="list-style-type: none"> • Excellent communication skills • Ability to relate well to children and adults • Ability to work well as part of a team • Flexibility and reliability • Ability to bring to the role, initiative, enthusiasm and commitment • Ability to maintain confidential information • Ability to communicate effectively both verbally and in writing to a diverse range of people 	
Special Conditions	<ul style="list-style-type: none"> • Sufficiently fluent in spoken English to ensure effective performance in the role • Able to work at times to meet the needs of the service • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check • Understanding the importance of safeguarding and promoting the welfare of children. 	