

## Job Description

<b>Job Title:</b>	SEND Manager
<b>Responsible to:</b>	Director of Safeguarding and SEND (Compliance)
<b>Responsible for:</b>	Leading and providing support for all aspects of SEND across the Trust's schools

### Purpose of the Job

The SEND Manager will play a pivotal role in driving the quality of Special Educational Needs and Disabilities (SEND) provision across the Trust. Working collaboratively with school SENCOs and the Trust's leadership team, the post holder will ensure a coherent and impactful approach to SEND support, enhancing outcomes and promoting inclusivity in line with the Trust's vision and values.

### Main Duties and Responsibilities

The duties listed below provide an indicative, but not exhaustive, view of the scope of this position. Responsibilities are flexible and may be adapted in response to the Trust's evolving needs.

- **Promote the Trust's Vision and Values:** Champion the Trust's vision and values in all aspects of SEND provision and practice
- **Ensure current legislative knowledge and promote compliance:** Maintain up-to-date knowledge of SEND legislation and guidance, disability and equality requirements and sector best practices; provide regular updates to the Director and disseminate expert knowledge of SEND practice in line with key legislation to colleagues
- **Ensure strengthened SEND support for SENCOs:** Provide SENCO support to ensure there is a coherent, consistent and accessible SEND offer for pupils across the Trust and to drive excellence by supporting and challenging best practice among SENCOs and school staff; facilitate cross-school support and collaboration, promoting the sharing of best practice, expertise, and resources to enhance SEND provision
- **Support school leaders to ensure effective identification of SEND across the Trust:** Oversee the effective identification of SEND pupils to ensure subsequent appropriate support, intervention, and adaptations are provided
- **Ensure effective SEND provision across the Trust:** Provide guidance regarding effective SEND strategies, adaptations and interventions to achieve the desired outcomes for pupils with SEND and, where appropriate, to meet statutory entitlements; share and model desired effective provision; develop provision for those children with the most complex needs
- **Ensure effective SEND systems and processes across the Trust:** Develop and implement consistent SEND systems and processes to facilitate collaboration, efficiency and effectiveness of SEND provision and practice.
- **Provide support for complex cases through partnership working:** Provide troubleshooting and problem-solving support for complex cases, liaising with external professionals as appropriate to resolve issues locally where possible prior to escalation when needed.
- **Conduct quality assurance and validation:** Carry out validation visits across schools to assess support needs, maintain rigorous administrative practices and ultimately achieve high standards of SEND provision and practice.
- **Conduct data analysis and reporting:** Analyse and report on SEND data across the Trust, working with the Director to monitor and evaluate SEND provision
- **Champion pupil and parent voice:** Further develop processes for gathering and integrating feedback from pupils with SEND and parents of pupils with SEND to inform and enhance the Trust's SEND provision

- **Provide induction and training:** Lead the induction of new SENCOs and deliver relevant training to SENCOs and school staff
- **Safeguarding:** Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the Trust's safeguarding and child protection policies. Promote the safeguarding of all pupils in the Trust.
- **Additional Duties:** Undertake any other duties as directed by the Director in support of the Trust's strategic objectives.

### **Additional Requirements**

This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the Trust. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.

***PDET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

**Notes:** This job description may be amended at any time in consultation with the postholder.

## Person Specification

	Essential	Desirable
<b>Educational achievements, qualifications and training</b>	<p>Qualified Teacher Status (QTS) SENCO qualification (required) or in SENCO post prior to 2009</p>	<p>Further SEND qualifications</p>
<b>Experience</b>	<p>Recent SENCo experience Substantial experience working with children with a wide range of Special Educational Needs and Disabilities</p> <p>Evidence of effective planning and delivery of learning and/or training activities in relation to SEND</p> <p>Evidence of whole school level action planning, monitoring inclusion evaluation in relation to SEND</p> <p>Experience of working with external professionals in relation to SEND</p> <p>Successful experience of securing funding in relation to SEND</p>	<p>Leadership experience, with the ability to inspire and guide SENCOs and support staff</p> <p>Experience of working with SEND processes and systems across more than one local authority</p> <p>Experience of working with multi-disciplinary teams, demonstrating confidence in collaboration and decision-making.</p>
<b>Job related knowledge, aptitude and skills</b>	<p>Strong understanding of SEND and associated support strategies</p> <p>Knowledge and understanding of the 4 broad areas of need and various specific needs, particularly SEMH, ASD, ADHD, SpLD and SLCN</p> <p>Expert knowledge of SEND legislation and Codes of Practice and confidence in applying this across a range of school contexts.</p> <p>High-level collaborative and team-working skills</p> <p>Strong interpersonal and communication skills, enabling effective partnership with families, external agencies, and school leaders.</p> <p>Excellent organisational and analytical skills, with the ability to monitor provision, track outcomes, and drive improvement.</p>	

	<p>Problem-solving and strategic thinking, bringing creativity and clarity to complex situations.</p> <p>Proficiency in ICT</p> <p>Proven commitment to confidentiality, equality, and safeguarding principles</p>	
<b>Training</b>	<p>Evidence of relevant and recent professional development</p> <p>A willingness to undertake any additional training as identified and / or agreed</p>	
<b>Personal Qualities</b>	<p>A child-centred approach, unwavering commitment to inclusion, and a belief that every child can achieve.</p> <p>Professional, approachable, and adept at relationship-building with internal and external stakeholders</p> <p>Proactive, innovative, and task-oriented in approach</p> <p>Motivational and supportive in approach</p> <p>Ability to work flexibly, independently, and with creativity</p> <p>Commitment to personal and professional development</p> <p>Commitment to uphold the Trust’s vision, guiding principles, and strategic objectives</p>	
<b>Other</b>	<p>Valid driving licence and access to a vehicle (required)</p>	