



JOB DESCRIPTION

SEND Manager

Grade

Grade 7

Purpose

To lead the administrative aspects of SEND provision and support the Senior SEND Manager in maintaining high-quality provision for students with SEND by ensuring accurate processes, effective coordination, compliant statutory administration and clear communication that supports positive outcomes and wellbeing for all learners.

Staff Responsibilities

Line management responsibility: none. Staff group: none.

Deployment

Cross-school deployment within Trust Schools.

Financial Accountability

No budgetary responsibility.

Key accountabilities

Support teaching and learning by ensuring accurate, timely communication of student needs, SEND information and support strategies so colleagues can plan effectively for individual learners; ensure effective administration and coordination of SEND provision so that accurate, compliant and timely processes support high-quality outcomes for students with SEND; maintain accurate, confidential and up-to-date SEND records and systems, ensuring information is shared appropriately to support continuity, safeguarding and effective provision across the school; coordinate statutory and non-statutory SEND processes, including annual reviews, Education, Health and Care Needs Assessment administration and external referrals, ensuring compliance with local authority, national and JCQ requirements; support the Senior SEND Manager in



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maintaining oversight of SEND provision, contributing to consistent practice, effective communication and continuous improvement; promote effective collaboration with colleagues, families and external agencies to ensure coordinated support for students with SEND.

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.

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.

Main duties and accountabilities

Teaching and Learning

- Support the effective implementation of SEND provision by ensuring accurate and timely communication of student needs and support strategies to colleagues.
- Coordinate and share SEND information to enable colleagues to plan appropriately for individual student needs.
- Support the coordination and review of classroom support plans and provisions, ensuring updated information is shared with relevant stakeholders.

Assessment

- Coordinate annual review processes, including scheduling, documentation and follow-up actions, to ensure statutory compliance and accurate assessment of student needs.



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- Review SEN Support Plan targets tri-yearly, collate data and share outcomes with parents and carers.
- Complete Education, Health and Care Needs Assessment administrative processes.
- Track correspondence with the local authority, including EHCP applications and funding requests.

Behaviour Management and Student Wellbeing

- Maintain accurate and confidential SEND records, both paper and electronic, in line with GDPR, ensuring information is shared at key transition points and when updated.
- Act as the first point of contact for SEND queries, providing clear and timely responses.
- Coordinate external referrals, including CAMHS and Speech and Language referrals, and liaise with professionals.
- Coordinate Educational Psychologist and agency visits, including proofreading reports and managing follow-up actions.
- Ensure provisions are logged effectively on the provision map.

Pastoral and Inclusion

- Ensure the SEND register and student information are accurate and up to date.
- Promote effective collaboration with colleagues, families and external agencies to support coordinated provision for students with SEND.
- Manage meetings for the Senior SEND Manager and SENCo where required.
- Complete and send external referral forms.

Trust Culture

- Contribute to the overall ethos, values and aims of the school.
- Support effective working relationships with colleagues across the Trust and external partners.



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- Uphold the Trust's commitment to safeguarding, equality and promoting the welfare of children and young people.

Other

- Lead SEND administrative tasks, including management of SEN and medical laptops, account set-ups for SEND provisions, drafting and distributing communications, coordinating room bookings and producing SEND bulletins.
- Support the Access Arrangements Officer and Exams Officer to ensure JCQ compliance.
- Maintain Access Arrangements records of testing, consent and approvals.
- Collect staff feedback for Access Arrangements.
- Deal with Access Arrangements queries from Post-16 settings.
- Carry out such other associated duties as are reasonably assigned by the Headteacher.

Other requirements and responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, equal opportunities and data protection.
- Contribute to the overall ethos, work and aims of the school.
- Enhanced DBS clearance is required.
- Maiden Erlegh Trust is committed to safeguarding, equality and promoting the welfare of children and young people.
- All employees are expected to share this commitment and uphold the highest standards of professional conduct.