

Robert May's School

SEND Officer

Job Description

Role Purpose

To provide high-level administrative expertise to the SEND leadership team, with specific responsibility for coordinating the statutory EHCP annual review cycle. This role ensures the school remains fully compliant with the SEND Code of Practice while maintaining proactive and professional communication with key stakeholders: parents, school staff, and external agencies.

Key Responsibilities

1. Annual Review and EHCP Management

- **Process Coordination:** Lead the end-to-end annual review cycle, from strategic scheduling and room booking to the timely circulation of agendas and statutory paperwork.
- **Stakeholder Liaison:** Act as the primary point of contact for the local authority, parents/carers, and external agencies to ensure maximum attendance and collaboration during reviews.
- **Documentation and Compliance:** Attend review meetings to record accurate minutes and draft modifications to Education, Health and Care Plans (EHCPs) in strict accordance with the SEND Code of Practice.
- **Follow-up:** Proactively monitor and track post-meeting actions to ensure all statutory requirements and student outcomes are met.

2. SEND Department Administration

- **Leadership Support:** Provide high-level administrative assistance to the SENDCo and Deputy SENDCo, including diary management, triaging the SEND mailbox, and preparing for external agency consultations.
- **Data and Systems Management:** Maintain the SEND register and student files within the school's management information system (MIS), ensuring all records are accurate, archived correctly, and GDPR-compliant.
- **Admissions and Transitions:** Coordinate with the Admissions Officer to manage starters and leavers, ensuring the secure and timely transfer of SEND records to new educational providers.
- **Reporting:** Assist in updating the SEND Information Report and relevant website sections to maintain transparency and compliance.



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3. Student Support and Assessment

- **Screening and Identification:** Organise and timetable initial screening assessments to support the early identification of SEND needs.
- **Support Planning:** Work alongside school teams and external specialists (SaLT, OT, etc.) to ensure Individual Support Plans are purposeful, updated, and integrated into the "graduated pathway" of support.
- **Intervention Tracking:** Maintain accurate registers for students accessing the HUBL or specific interventions, following up on any associated absences.

4. Examination Access Arrangements

- **Evidence Coordination:** Support the SENDCo in gathering "normal way of working" evidence from teaching staff to justify exam concessions.
- **Compliance and Logistics:** Collaborate with the Exams Officer to ensure all eligible students receive their entitled access arrangements and that all supporting evidence meets exam board criteria.

5. Communication and Resources

- **Teaching Support:** Ensure teaching staff have ready access to student SEND profiles and communicate specific strategies to promote High-Quality First Teaching.
- **Resource Management:** Develop and maintain departmental templates, forms, and shared resources to improve efficiency.
- **Operational Support:** Assist the school office team with the coordination of trips for SEND students, ensuring all logistical needs are communicated.



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