

Job Description

Job Title:	SEND Operations & LINC Team Manager
Grade/Salary:	SO1 (£36,196 - £37,161 pa)
Hours:	36 hours per week, Term Time (40 weeks per annum)
Reports to:	Assistant Headteacher – Learning Inclusion (SENDCo)

To manage the operational delivery, resource optimisation, and training within the LINC Department, alongside coordinating teaching support, interventions, and keyworker provision for students with SEND and EHCPs.

Main Objectives:

- To support the Headteacher in implementing the School Improvement Plan.
- To support the Assistant Headteacher – Learning Inclusion (SENDCo) to co-ordinate provision that ensures that students with SEND can access the curriculum, with a particular focus on students with an EHCP.

Main Responsibilities and Departmental Leadership

The primary role of the SEND Operations & LINC Team Manager is to lead and maintain the day-to-day operational work of the LINC Department and the Teaching Assistant (TA) team. This includes, but is not limited to, the following:

- Assist in the leadership, deployment, line management, and development of Teaching Assistants.
- Manage the comprehensive deployment timetable of TAs in coordination with the SENDCo.
- Design, manage, and execute the ongoing training and professional development programme for TAs with the SENDCo.
- Oversee the operational framework, role execution, and caseload allocation of the Keyworker Provision with the SENDCo.
- Oversee the delivery of SEND E (EHCP) Provision with the SENDCo to ensure compliance and high-quality intervention.
- Assist the SENDCo in leading the provision for special educational needs within the school, liaising with the Headteacher, staff, parents, and external professionals or agencies as required.
- Oversee the statutory Annual Reviews process for EHCPs, including the preparation of formal documentation and related coordination activities with Keyworkers, parents, students, the SENDCo, and Local Authorities.
- Manage appropriate SEND resources, materials, equipment, and departmental budget allocations to ensure they are used efficiently, effectively, and appropriately.
- Support the SENDCo and classroom teachers in sustaining and scaling effective quality-first teaching strategies for SEND and EHCP students across the entire school.

Core Areas of Delivery

Curriculum & Teaching Leadership

- Lead learning for individual students and designated small groups, overseeing custom teaching and intervention programmes.
- Plan explicit intervention programmes for students with SEND, ensuring rigorous tracking of baseline, entry, and exit data to demonstrate measurable impact.
- Plan and provide specific training to whole-school staff on supporting students with SEND, and facilitate the sharing of best practices across departments.
- Collaborate with teaching staff to ensure differentiated lesson plans and learning frameworks are effectively integrated into regular classroom environments.

Strategic Development

- Conduct an annual systematic Needs Analysis alongside the Assistant Headteacher (LINC) and Deputy SENDCo to inform future staffing and provision strategies.
- Contribute to the strategic planning, review, and evolution of the LINC Department's interventions, ensuring alignment with national standards and emerging student needs.

Operational & Resource Management

- Design, implement, and maintain seamless systems that ensure the integration of the LINC Department's work into the school as a whole.
- Ensure the effective deployment of the team's physical resources, including managing requisition tracking and equipment audits in observance of relevant health and safety regulations.
- Identify, maintain, and update the whole-school Register of Students with SEND, ensuring that newly admitted students are smoothly transitioned and allocated appropriate support.
- Maintain complete and rigorous records of all student assessments, and provide staff, parents, and carers with meaningful information as part of the whole-school reporting and assessment cycle.
- Continuously review the efficacy of existing intervention strategies, implementing new evidence-based models as required.

Professional Expectations & Standards

In order to perform this role effectively, the post holder is expected to:

- Maintain a thorough, up-to-date working knowledge of the school's policies and procedures related to SEND, including the SEND Information Report, Child Protection, Safeguarding, and Inclusion policies.
- Regularly attend and actively contribute to relevant external and internal training, professional networks, and development events.
- Act at all times in the best interest of the students, maintaining the highest levels of professional integrity, standard of conduct, and strict data confidentiality.

Arrangements for Appraisal of Performance: Assistant Headteacher LINC / SENDCo

Signed: Date: