



Westfield School

# SEND Manager and Deputy SENCO

Applicant Pack



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# The vacancy

## Post advert

**Deadline for applications:** 09/07/2026  
**To start:** September 2026

We are seeking an organised, proactive, and experienced Inclusion and SEND Manager to join our school team. This is a key role responsible for overseeing the SEND provision within Inclusion in line with school and trust policies and statutory requirements.

The successful candidate will work closely with senior leaders, pastoral teams, parents/carers, and external agencies to promote excellent attendance and support smooth pupil admissions and transitions.

The key areas of responsibility will be:

## SEND Provision

- Raise the profile of children with SEND across the school through both operational and strategic planning.
- To be responsible for the 'Inclusion Map' so that the information is consistently accurate, up to date and records impact.
- To provide exam access arrangements testing and recommendations working closely with the exams manager, teaching and support staff to establish a normal way of working.
- To help families to improve their child's access to learning and enable all students to maximise their educational opportunities, especially those vulnerable groups who may need additional support

## Role summary

<b>Post title:</b>	SEND Manager and Deputy SENCo
<b>Profile:</b>	LD7S
<b>Grade:</b>	8
<b>Grade spinal point range:</b>	SCP 32-35
<b>Salary:</b>	Currently £42,839 - £46,142 FTE
<b>Accountable SLT post:</b>	Assistant Headteacher (SEND & PP)
<b>Line manager (if different):</b>	
<b>Staff to be supervised or line managed by post holder:</b>	Learning Support Coordinator, SEND Admin, HLTA, TAs
<b>Post holder will work with:</b>	Students Other teaching and support staff

- Holiday and sickness relief:** By and for other support staff
- Purpose of post:**
- To lead on the provision for children with SEND to ensure Inclusion
  - To lead and manage the organisation for the graduated response for children with SEND
  - To lead exam access arrangement testing
  - To lead safeguarding actions for those students with SEND and Liaise with safeguarding colleagues and outside agencies to collaboratively manage student safety and care
  - To lead provision to help families to improve their child's access to learning and enable all students to maximise their educational opportunities, especially those vulnerable groups who may need additional support

**Version revised:** June 2026

**Contract:** Permanent 37 hours/41 weeks

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

## Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

### Specific duties and responsibilities

- Raise the profile of children with SEND across the school through both operational and strategic planning.
- Implement, review and maintain adherence to SEND policies and procedures.
- To be a non-teaching Deputy SENCO working alongside the teaching Deputy SENCO under the direction of the Assistant Headteacher for PP and SEND.
- Be a major contributor to trust policies and procedures relating to SEND.
- To lead the completion of the 'Inclusion Map' so that the information is consistently accurate, up to date and records impact.
- To lead exam access arrangements, testing and recommendations working closely with the exams manager, teaching and support staff to establish a normal way of working.
- To ensure that pupils within Wave 3 Interventions including but not limited to the Westfield School Foundation Learning Pathway (FLP) in KS3 and Westfield School Yellow Pathway Plus in KS4 are supported to make progress in academic and life skills
- Under the direction of the Assistant Headteacher for PP and SEND have a clear vision and focus on the selection, design and delivery of new and known strategies to support students where there are areas of concern.
- Under the direction of the Assistant Headteacher for PP and SEND to lead the SEND team of support staff by organising and coordinating their work.
- To be lead the selection and planning of training for staff members within the SEND team to ensure appropriate wave 1, 2 and 3 interventions are delivered with impact, and reviews are carried out in a timely and accurate way.
- Lead, oversee and manage SEND reviews including but not limited to: EHCP reviews, SEND support reviews, addition and subtraction from SEND register, provision of Wave 2 and 3 interventions, coordination of in class support.
- Take a lead in arranging appropriate meetings with line managers to agree provision.
- Analyse SEND data and implement agreed actions, as approved with line managers.
- Under the direction of Assistant Headteacher for PP and SEND develop the ethos, values and importance of provision for SEND within the school community.
- To lead the team to help families to improve their child's access to learning and enable all students to maximise their educational opportunities, especially those vulnerable groups who may need additional support.

- To lead the team to ensure that the SEND Team and attendance team prioritise in meeting and greeting students in the morning, welcoming them and ensuring that any issues are followed up immediately.
- Lead the SEND team to ensure appropriate systems are in place to support students with SEND who may need something additional and different to support their attendance at school
- Establish and manage efficient, well-organised filing systems for SEND-related correspondence, ensuring accuracy, discretion, strict confidentiality and adherence to trust GDPR policies at all times.
- Draft and produce clear and concise well-structured correspondence, reports and documents, including confidential papers as required.
- Arrange and lead meetings relating to SEND and support members of the SEND team on-site to manage meetings.
- Take a leading role in the Inclusion Panel and record, action and monitor actions.
- Ensure records of calls, correspondence, home visits etc for evidence purposes are recorded consistently using an agreed system for recording on MIS.
- Liaise with Safeguarding / Inclusion staff regarding student whereabouts, changes in circumstances, information from parents/carers, students
- Work in collaboration with Heads of Year, Pastoral and Safeguarding teams to ensure that all referrals to SEND are timely and effective.
- Lead transition activity with SENCos in feeder primary schools to ensure that SEND information and concerns are identified early so that appropriate intervention and support is in place for successful transition.
- Be a point of contact for parents/carers, key workers and other external agencies for issues relating to SEND and ensure SEND staff build and maintain relationships with all stakeholders
- Work in partnership with social workers to attend relevant meetings as required.
- Keep up to date with all legislation relating to SEND.

### **Support for the trust/school**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.

- Team responsibilities: all support staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

## Changes to these duties

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

## Person Specification

**Job Title: Inclusion and SEND Manager**

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Experience of working in an education setting in SEND	✓		<b>A / I</b>
Knowledge and understanding of the key factors which would result in a child being identified as having SEND and the potential impact this could have on the achievement of the child	✓		<b>A / I</b>
Knowledge and understanding of legislation for schools and families regarding SEND	✓		<b>A / I</b>
Ability to work collaboratively with internal and external organisations to achieve positive outcomes for those with SEND	✓		<b>A / I</b>
Knowledge and experience of exams access arrangements testing to be able to carry out the testing and associated action in school	✓		<b>A/I</b>

Knowledge of safeguarding responsibilities and statutory processes linked to SEND	✓		A / I
Experience of working collaboratively with pupils, parents/carers, and organisations to achieve positive outcomes for children	✓		A / I
Experience of monitoring SEND register, scheduling reviews, identifying patterns of concern and implementing interventions to improve SEND provision	✓		A / I
Knowledge of services and resources available to support families		✓	A / I
Experience of working with vulnerable and socially disadvantaged young people	✓		A / I
Experience in student well-being and mental health.		✓	A / I
Ability to build positive and open relationships with young people and their families	✓		A / I
Experience of working with external stakeholders to support safeguarding, attendance and inclusion.	✓		A / I
Understanding of school and local authority SEND processes		✓	A / I
Excellent communication and liaison skills and the ability to establish and maintain good personal working relationships with all members of the school community	✓		A / I
Ability to use IT including Microsoft excel	✓		A / I
Knowledge/experience of working with a school MIS system		✓	A / I
<b>Qualifications</b>			
Good level of literacy and numeracy to include GCSE Maths and English or equivalent at grade 4 or above.	✓		A
SENCO qualification or be willing to work towards the National Professional Qualification (NPQ) SENCO qualification as a member of support staff		✓	A

A level 7 qualification related to specialist assessment for exam access arrangements such as the CPT3A or equivalent.	✓		<b>A</b>
<b>Other skills</b>			
Ability and willingness to undertake professional development.	✓		<b>A / I</b>
Ability to use own initiative to work flexibly and respond positively to a range of situations	✓		<b>A / I</b>
Ability to work effectively as part of a team as well as independently.	✓		<b>A / I</b>
Understanding of data protection and confidentiality when handling sensitive data and the ability to maintain strict confidentiality of information	✓		<b>A / I</b>
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		<b>A / I</b>

## Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: [www.westfield.chorustrust.org](http://www.westfield.chorustrust.org).

## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is ‘Outstanding Achievement for All’. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables ‘outstanding achievement for all’.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Competitive **pension schemes**: Teacher’s Pension Scheme (teaching staff) and local government pension scheme (support staff).



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes, plus **free annual flu jabs** with Boots Corporate Health and **free eye tests** with Specsavers.



A **collaborative environment** encouraging knowledge sharing and support.



Term-time only contract postholders have the freedom of having **school holidays** off.



**Career progression** opportunities within a growing, local trust.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).