

## JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the Conditions of Service Handbook.

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**Job Title:** SEND Manager

**Job Purpose:**

- 1. Act as SENCO, providing effective operational management of the Study Support Team and SEND provision.**
- 2. Support the Director of Student Support in the strategic development of college SEND provision.**
- 3. Contribute to a key operational function within college provision and any other duties as required.**

**Accountability to:** Director of Student Support

**Responsible for:** Exam Access Arrangements (EAA) Co-ordinator  
Education Health Care Plan (EHCP) Co-ordinator  
Study Support Co-ordinator

Key Responsibilities and Key Tasks:

**1. Act as SENCO, providing effective operational management of the Study Support Team and SEND provision for 16-19 learners.**

- a) Ensure the provision of high-quality support for 16-19 learners with SEND, through effective oversight and development of systems (triage, referral, assessment, support, monitoring etc.), communications and resources.
- b) Provide support and guidance for the EAA Co-ordinator, EHCP Co-ordinator and Study Support Co-ordinator through regular meetings, day-to-day consultation and appraisal.
- c) Liaise with schools, the local authority, outside agencies, colleagues, parents/carers and learners, to ensure effective systems for the identification and support of SEND, through each stage of the learner journey.
- d) Work with the Admissions Team to plan and deliver the application, interview and enrolment process for 16-19 learners with high needs SEND.
- e) Oversee transition support for learners with SEND including attendance at Open Evenings.
- e) Ensure effective liaison between the Study Support Team and Exams Team in the arrangement of support for learners with EAA.
- f) Contribute to college-wide inset and provide professional guidance to teachers and colleagues who are supporting students with SEND, working closely with parents/carers and other agencies where needed.
- g) Liaise with other pastoral managers and contribute to intervention, reasonable adjustments and safety planning for students with SEND where required.
- h) Oversee referrals, communications, complaints and appeals regarding SEND provision.



**2. Support the Director of Student Support in the strategic development and oversight of the college's SEND provision.**

- a) Complete and/or maintain the National Professional Qualification in SEND or equivalent.
- b) Provide up-to-date advice on legislation, statutory guidance, best practice, national and local initiatives to inform college policy and practice.
- c) Represent the college through meetings and communications with the Local Authority, S7 and other key networks, maintaining awareness of provision within the local offer and any emerging opportunities or threats to the college's SEND provision.
- d) Maintain a strategic overview of our provision for students with SEND via robust monitoring and quality assurance processes.
- e) Contribute to regular management reporting, annual self-assessment, quality improvement planning and delivery.
- f) Support the DoSS in the planning, development and recruitment of staffing within the SEND Team.
- g) Chair meetings of the SEND Team as required.

**3. Contribute to a key operational function within college provision and any other duties as required.**

- a) In addition to SEND management responsibilities, contribute to the delivery of college provision in one or more of the following areas (*to be agreed according to experience, qualifications and college provision needs*): Teaching & Learning, EAA Assessment, EHCP Management.
- b) Attend Student Support and other calendared meetings as required.
- c) Complete training and professional development as required.
- d) Undertake any other reasonable tasks as required.

