**St. John’s Catholic Comprehensive School**

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| **Role Profile** | SEND Manager |
| **Reports to** | SENCO |
| **Grade** | Kent Scheme Salaries Band 7 |
| **Job Purpose** | To support students and their families in matters relating to SEND issues, ensuring the well-being of the students and that their needs are supported across the wider school community.  |
| **Accountabilities** | To closely work alongside the SENCO to complete agreed working practises for supporting and monitoring students of SEND.Key accountabilities;* To liaise closely with the Attendance team and play a proactive role in challenging & supporting SEND students & families with low attendance.
* To be a proactive presence around the school with SEND students.
* To organise and/or lead small groups for SEND interventions.
* To manage the online Provision Mapping for SEND students.
* To play a proactive role in the support of SEND students, the monitoring of their academic progress and ensuring specific areas of underperformance are being addressed, where appropriate, through the direction of the SENCO.
* To support the SENCO in leading the LSA Team on a day to day basis and implementing and overseeing new initiatives to further enhance the provision we offer.
* To play a proactive role in upholding and modelling the Catholic Ethos of our school as well as our Mission Statement.
* To forge excellent working relationships with all school stakeholders (students/staff/parents/carers/governors) and all external professionals (STLS/Social Works/KCC etc) - liaising with all in a professional manner
* Assist in organising parent/carer/ professional meetings and events.
* Attend parents’ evenings, new admissions open evenings, transition evenings and rewards events (time in lieu offered to compensate). Liaise with parents/carers of SEND students to encourage engagement with events, hence maximising the support for our students.
* Assist with the process of supporting students who may be best suited to a non-mainstream school environment and who are moving on from St John’s e.g.; SEND Tribunal, SEND school referrals, Off Site Direction and North West Alternative Provision Service (NWKAPS). Liaise with parents/carers, other educational establishments, complete paperwork and attend meetings, as required, to ensure a smooth and successful transfer.
* Arranging external support for students; completing relevant paperwork, liaising with outside agencies, parents/carers and Year Leader/Director of Student Welfare/Connexions/SENCO or Child Protection Officer, as required.
* Completing appropriate SEND documentation relating to EHCP applications/reviews, Higher Needs Funding Applications and access arrangements.
* In safeguarding terms, this role involves ‘regulated activity’. You must work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and child protection policies, liaising with the designated safeguarding lead (DSL or Deputy DSL) to promote the best interests of pupils, including sharing concerns where necessary. Also, to liaise with other schools and share safeguarding best practise across St John’s.
* Liaise with various external bodies such as Police, PCSO, Community Safety Unit, Parent Support Advisor, FLO, Social Services, STLS, KCC etc as appropriate.
* To identify training needs and provision for yourself, the LSA Team and the wider school community, to enhance the SEND provision at St John’s.
* To assist with the delivery of training, in association with the SENCO.
* To attend all training that is directed as part of professional development and statutory learning.
* To undertake any other duties commensurate with this post.
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| **Knowledge & Skills** | The post holder should possess the following knowledge and skills:* SEND experience to a high level.
* Knowledge and willingness to train in SEND documentation such as Annual Reviews, Provision Mapping and Higher Needs Funding.
* Educated to at least GCSE standard or equivalent.
* Excellent communication skills, both written and verbal to interact with all visitors to the school, parents, staff and students and for dealing with telephone calls to a high standard.
* Ability to relate to students and their parents/carers whilst having a good understanding of individual and special educational needs.
* Ability and confidence to deal with students on a one to one basis and in a classroom situation.
* Tact and diplomacy to deal with a range of situations and an ability to handle confidential material in an appropriate manner.
* Ability to remain calm under pressure.
* Excellent ICT skills to include experience of all Microsoft Office systems and SIMS.
* The ability to be able to organise, prioritise and manage a workload effectively.
* Work effectively as part of a team.
* Be willing to undertake specific and relevant training to develop performance and maintain a portfolio of self-reflective practise.
* Be willing to work flexibly when the situation requires.
* To understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection.
* Have the ability to adapt to an ever-changing environment and to recognise own strengths and expertise and use to support and advise other members of the team.
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| **Personal Qualities** | **Emotional self awareness**Accurate self-assessmentSelf confidenceHighly proactive**Emotional self control**TransparencyAdaptabilityAchievement orientation / well organisedInitiativeOptimism | **Empathy**Strong awareness of safeguarding expectations & proceduresOrganisational awarenessService orientation**Developing others**Team work and collaborationInspirational leadershipConflict managementEnthusiastic and committed approach |
| **Notes** | * This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.
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February 2024