



BARNSOLE PRIMARY SCHOOL

Job Description for	SEND Manager
Grade of Post	MPS/UPS plus SEND Allowance
Purpose of the Job	To lead the SEND provision across the school and carry out such other associated duties as are reasonably assigned by the Head of School.

Relationships

The post holder is responsible to the Head of School and will work in partnership with one other SEND Manager.

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the most recent School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. This job description does not form part of the contract of employment.

Overall Professional Responsibilities

1. To manage the day-to-day operation of the school's SEND policy.
2. To co-ordinate and monitor the provision for children with SEND across the school.
3. To advise and monitor on the graduated approach to providing SEND support for children and, where required, plan and deliver interventions.
4. To liaise and support parents of pupils with SEND.
5. To write and monitor medical plans for children in designated year groups
6. To liaise with early years providers, other schools, educational psychologists, health and social care professionals and independent or voluntary bodies.

7. Where appropriate, to liaise with potential next providers of education to ensure pupils and their parents are informed about options and a smooth transition is planned.
8. To work with the Head of School and Governing Board to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.
9. To ensure that the school keeps the records of all pupils with SEND up to date.

Key Tasks:

- The monitoring of vulnerable groups and targeting of interventions to accelerate progress through a system of provision management, including pupil premium.
- The effective targeting of resources, including staff, in order to maximise progress of groups and individuals, vulnerable to underachievement.
- Liaison and communication with outside agencies to support learning, behaviour and social development.
- Regular school-based reviews with parents and teachers.
- Preparing and chairing annual reviews.
- Provision management.
- Management and upkeep of children's SEND files.
- Referrals to external agencies.
- Completion of SEND paperwork from external agencies.
- Organise training and support for staff working with children with medical needs.