**St. Monica’s RC High School**



**SEN Support Manager**

**Job Description**

**SALARY:** Grade 10 (Pt 24-27)

Annual Salary: £27,905 – £30,507 per annum pro rata

Actual Salary: £21,086 - £23,052

**HOURS OF WORK:** 32.5 hours per week, term time only, plus 2 training days.

SPECIAL CONDITIONS

OF SERVICE: Annual leave must be taken during periods of school closure

**RESPONSIBLE TO:** Assistant Headteacher - SENDCo

The appointment is made to the school rather than any individual area and duties may be required outside the usual day-to-day work. All personnel are expected to work flexibly as part of a team of teaching and support staff, commonly bound in the service of the needs of the school and the further development of St. Monica’s as reasonably required under the direction of the Headteacher.

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| RESPONSIBILITIES AND DUTIES |

The post holder is expected to undertake the professional duties of a SEN Support Manager within the conditions operative at the time of issue of this Job Description together with the more specific duties/responsibilities which are listed below.

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| JOB DESCRIPTION |

**Main purpose of the role:**

* To carry out all duties and responsibilities in accordance with school policies and procedures and statutory requirements
* To work closely with parents and class teachers in order to support children with SEN
* In liaison with the SENDCo, oversee the day to day operation of SEN within the school
* Develop small group support and interventions to support pupils with SEN and raise achievement in a SEN area of specialism
* To evaluate the progress of SEN pupils, and the interventions they receive
* To complete to a high standard all SEN administration
* To make appropriate referrals to external agencies
* To attend meetings on behalf of the SENDCo as appropriate
* With the SENDCo ensure effective deployment of TAs
* In liaison with the SENDCo prepare EHCP applications and liaise with outside agencies as appropriate.
* Share the chairing of annual reviews with the SENDCo
* In conjunction with the SENDCo use data to identify pupils who will require SEN interventions
* Support the SENDCo to provide training for whole staff, or groups of staff on SEND matters
* In liaison with the SENDCo ensure all health and safety requirements are met in the department.
* Take lead in coordinating the provision for students with medical needs.

**Recording & Assessment:**

* Analyse and act on specialist reports regarding children’s SEN.
* Understand and interpret school progress data.
* Set up systems for identifying, assessing and reviewing SEN.
* Ensure accurate records and observations.
* Maintain the SEND Register.
* Update the SENDCo on the effectiveness of provision for pupils with SEN.
* Work with parents and staff in how to develop better understanding of learning needs and the importance of raising achievement among pupils.
* Support class teachers with the ‘Assess, Plan, Do, Review’ of the children with SEN in their classes.
* Prepare, review and update 6 SEN Case Studies annually
* Complete all statutory paperwork to deadlines
* Analyse and discuss the provision map with class teachers, parents and external agencies
* Ensure Provision Map is accurate and reflects current SEN interventions

**Professional Development:**

* Keep up to date with relevant developments in the area of SEN to ensure these are reflected in the school policies and procedures.
* Regular self-evaluation of own practice and impact.
* Responsibility for own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management.
* Meet or exceed targets set at Performance Management meetings

**OTHER DUTIES**

* Other duties that the Headteacher may reasonably, from time to time, ask the post holder to perform.
* To undertake all duties reasonably requested in a manner consistent with the mission and aims of St. Monica’s as a Catholic School.

Signed: Post Holder: ……………………………………………..… Date: …………………..

Signed: Headteacher: ………………………………………………... Date: ……………………

**Equality Diversity and Inclusion:**

St Monica’s RC High School is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

**Health and Safety:**

The post holder is responsible for Employees Duties as specified with the Schools Health and Safety Policies.

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts working in schools are subject to an enhanced DBS check and written references.