



Job Description

SEND Support Manager (Band 6)

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The Crescent, Callerton Lane, Ponteland, Newcastle-upon-Tyne NE20 9EG.

A charitable company limited by guarantee registered in England and Wales (company number: 11395017).

SEND Support Manager (Band 6)

Job Purpose: To coordinate the administrative, case-management and quality assurance processes underpinning the school's SEND provision, ensuring that Education, Health and Care needs assessments, annual reviews and plan amendments are completed accurately and within statutory timescales. The post holder will organise and support EHCP meetings and multi-agency liaison, working closely with the SENDCo, parents/carers, external agencies and professionals to secure timely, well-evidenced outcomes for pupils with SEND, and will support the preparation of documentation for mediation and SEND Tribunal cases when required.

Post Title: SEND Support Manager

Responsible to: Assistant Headteacher/SENDCo

Workplace: Ponteland High School

Manager Level: Yes

Band: 6 (SCP 18 – 23)

Job Reference: TBC

Resources

Staff	Curriculum Support Assistants
Finance	Responsibility for maintaining accurate records of top-up and SEND funding relating to pupils with SEND and Looked After Children (LAC).
Physical	Responsibility for SEND records, statutory documentation and information systems relating to the role.
Clients	Pupils, parents/carers, teaching staff, the Local Authority and external agencies and professionals.

Duties and Key Result Areas

EHCP Needs Assessments and Applications:

- In collaboration with, and under the direction of, the SENDCo, lead on preparing and collating statutory documentation as part of a pupil's needs assessment, following Local Authority directives.
- Liaise and make contact with external bodies and agencies, as required, to ensure all relevant and required reports are assembled within set timescales.
- Keep close and frequent communication with parents/carers, informing them at regular intervals of the progress made within the application.
- Coordinate the school's contribution to Education, Health and Care Plans (EHCP) and needs assessments, ensuring high-quality evidence is prepared and submitted within statutory timescales.
- Gather, analyse and evaluate educational evidence, pupil progress information and advice from staff, parents, health professionals, social care and external agencies to support EHCP assessments, reviews and planning.

EHCP Meetings:

- Act as a key point of contact with parents/carers, external agencies and professionals, including the Educational Psychologist, and school staff to organise suitable dates for each meeting.
- Coordinate invitations to meetings to relevant parties, together with the parental views form.
- Coordinate termly teacher feedback to inform review meetings
- Collate advice onto the Educational Advice form and forward to parents before the meeting.
- Help pupils with EHCPs to complete the pupil views form.
- Take and produce minutes of meetings.
- Prepare the Headteacher's report and paperwork ready for completion by the SENDCo and signature by the Headteacher.
- Forward paperwork to the Local Authority and external agencies, organise paperwork for personal files and send copies to parents.

Review Meetings:

- Coordinate termly teacher feedback to inform review meetings with pupils and parents
- Organise review meetings with parents for pupils on the SEND register, liaising with the Educational Psychologist and other external agencies.

Annual Reviews and Plan Amendments:

- Coordinate the school's contribution to the drafting, implementation, monitoring and annual review of Education, Health and Care Plans, ensuring that provision, outcomes and support accurately reflect assessed needs and comply with statutory requirements.
- Coordinate amendments to EHC Plans with the Local Authority, ensuring statutory deadlines and procedural requirements are met.

Curriculum Support Assistant Line Management:

- Prepare Curriculum Support Assistant (CSA) timetables including, but not limited to: in class support, out of lesson support, after school support and before school support.
- Adapt CSA allocations based on changing pupil needs.

Multi-Agency and Family Engagement:

- Work with parents/carers, children and young people, education settings and multi-agency professionals to support effective and timely assessment and review processes.
- Attend and contribute to meetings, reviews and multi-agency panels as required.

Supporting Pupil Transition:

- Organise annual careers interviews with the school's careers advice service for identified pupils with SEND
- Organise visits and transition activities that support pupils with SEND to explore future pathways beyond school, including further education colleges, apprenticeship providers and other post-16 options

Funding and Financial Records:

- Submit the information required to the Local Authority to secure top-up funding for pupils with SEND, ensuring accuracy and compliance with statutory timescales.
- Maintain and keep oversight of accurate records relating to top-up and SEND funding allocated to pupils with SEND and Looked After Children (LAC), ensuring records are kept up to date and are available for audit and reporting purposes.

Administration, Records and Documentation:

- Organise and administer all SEND meetings, including EHCP meetings, annual reviews, careers interviews and college visits: arrange dates with parents/carers, professionals and external agencies; issue invitations and views forms; take, produce and circulate minutes; and track completion of actions.
- Prepare, collate and distribute all statutory documentation, including needs assessment periodic reviews paperwork, Educational Advice forms, the Headteacher's report, and documentation for mediation and SEND Tribunal cases, ensuring statutory deadlines are met.
- Coordinate and chase contributions from staff, parents and external professionals, including termly teacher feedback and external agency reports, within set timescales.

Additional Responsibilities:

- Engage in promoting the values of, and acting as a role model for, the Trust.
- Be aware of and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the UK General Data Protection Regulation and the Data Protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the Trust; comply with the principles and requirements of the Freedom of Information Act 2000; comply with the Trust's information security standards and requirements for the management and handling of information; and use Trust information only for authorised purposes.
- Undertake other duties and responsibilities as required, commensurate with the grade of the post.

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements	Ability to travel between Pele Trust schools, and to meetings, as directed
Working patterns	Usually Monday to Friday with working hours scheduled between the hours of 0800 and 1700. Some out of hours working may be required to support parents evenings and other relevant events
Working conditions	Usually indoors but with some outdoor working from time to time

Person Specification

Specification	Essential	Desirable
Knowledge and Qualifications	5 GCSEs at grade C/4 or above, or equivalent, including Maths and English. Post-16 further or higher education, Teaching Assistant or degree level qualification. Understanding of the SEND Code of Practice.	A recognised SEND qualification (e.g. NPQSEN) Knowledge of a range of SEND.
Experience	Experience of working with children in an educational, social care or similar setting.	Experience of working with children with SEND.
Physical, Mental and Emotional Demands	Ability to sustain high levels of concentration and accuracy Ability to manage a demanding and varied caseload, prioritising effectively under sustained pressure and without supervision. Resilience to manage the emotional demands of supporting pupils with SEND and their families.	N/A
Skills and Competencies	Good knowledge of ICT, software packages and relevant systems. Able to work as part of a team. Strong work ethic and the ability to work on your own initiative. Ability to maintain a consistently high standard of accuracy when working across a range of complex tasks	People management experience Desire to enhance and develop skills and knowledge through continuous professional development.
Other	A commitment to safeguard and promote the welfare of children. Compliance with data protection principles, the Trust Code of Conduct and all other Trust policies.	N/A