



MACMILLAN ACADEMY JOB DESCRIPTION

Job Title: SEND manager

Core accountability: To support the SENDCO by overseeing the day-to-day coordination of the learning support department.

Payment: NJC sale 16-20

Principal duties:

- To support the SENDCO to ensure that all EHC and Support Plans are implemented and regularly reviewed, their impact is monitored and necessary adjustments are made to ensure that students make progress
- To maintain an accurate and up to date SEND register
- To liaise with the Access Arrangements Coordinator to ensure Support Plans reflect students' access arrangement entitlements
- To record and monitor the impact of interventions for students with SEND
- To organise and evaluate the impact of SEND-related activities and visits
- To work with Heads of Department to ensure that Learning Mentors are well deployed ensuring high quality provision for students with SEND
- To develop home/school links to encourage good communication between school and families
- To liaise with external agencies as well as key staff in school to organise meetings and share and report information
- To support with transitions for SEND students
- To ensure recording of all work with children and families is maintained to a high and consistent standard, is accurate and is up to date

General Duties and Responsibilities:

- To carry out other duties as required
- To participate in and attend meetings and training as appropriate
- To take an active role in own professional development in line with performance management objectives
- To ensure confidentiality is maintained at all times
- To have a robust understanding of, and adhere to, agreed policies and procedures for child protection and safeguarding
- To work in accordance with all procedures and policies, and to adhere to the professional code of conduct for staff including smart dress code.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

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.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All adults employed by the academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with.

Signed by post holder: _____

Date: _____