



Headteacher: Mrs Christine McLintock

**SEND Manager
Required ASAP
37 hours 39 weeks Including 5 INSET Days
(0800-1600 Mon-Thurs, 0800-1530 Fri)
Salary Bucks Pay Range 5 Point 26
Actual F/T Salary £22,296**

Are you looking for a role in a school that is keen to support your development, one in which you will be encouraged to stretch yourself and try new initiatives? If so, we would love to show you our school. Set in the Chiltern Hills yet only a 30-minute train ride from central London, Hazlemere is a great place to live and work. You will be joining the School at an exciting time following a large development and increase in student numbers.

We are seeking to appoint a dynamic and experienced SEND Manager to contribute to the development of this successful area.

We are looking for a person who has:

- A desire to see continuous school improvement
- Has previous experience of working as a Learning Support Assistant
- Ability to work professionally and confidently with stakeholders, including Governors
- ICT experience and ability to analyse data
- A commitment to work as a team and lead a team
- Have a sense of fun

In return you will receive:

- A comprehensive induction and CPD programme
- Opportunities to further develop your skills and expertise

The successful candidate will be subject to an enhanced DBS check.

We welcome applications regardless of age, gender, disability, ethnicity or religion.

Sir William Ramsay is committed to the protection and safety of its students and staff.

A job description and personal spec along with the application form are available on our website at www.swr.school. Please complete the application form and email it to Michelle French (Head's PA) at mfrench@swr.school

Applicants are invited to visit the school, by appointment.

Closing Date: 0900 Tuesday 24th September 2019
Interviews: Week Commencing 30th September 2019



Job Description

Post Title:	SEND Manager
Purpose:	<ul style="list-style-type: none"> To strengthen Sir William Ramsay's position as a diverse community school, where all students achieve. To assist the SENDCo with the day to day running of the SEND department. To assist the SENDCo with the raising of SEND students' attainment and achievement.
Direct Reporting:	SENDCo
	Bucks Pay Range 5, 37 hours a week, 39 weeks a year
Line Management of:	<ul style="list-style-type: none"> SEND Administrator Day to day management of LSAs

CORE DUTIES:

Operational & Strategic Planning	<ul style="list-style-type: none"> The day to day management, control and operation of provision within the SEND department including the efficient and effective deployment of staff and physical resources. To help manage the compilation of the SEND Register ensuring that it is up to date and correct within SIMs. To help coordinate, write, monitor and evaluate IEPs, provision maps, SEND passports, risk assessments and ABCs. To lead on Annual Reviews as directed by the SENDCo. To monitor student progress and take rapid and robust action where necessary. To work with the SENDCo on monitoring systems in line with the requirements of the SEND Code of Practice. To liaise with the school's Health and Safety Manager in order to ensure effective Health and Safety practice and procedures within SEND. To ensure LSAs and the SEND Administrator have the appropriate training. To ensure external exams for SEND students start promptly and in line with JCQ regulations. To ensure formally scheduled internal exams for SEND students start promptly. To work alongside the Exams Officer and SEND admin to ensure exams are organised effectively.
Curriculum Provision	<ul style="list-style-type: none"> To help with the deployment of external agencies working with students ensuring that all safeguarding check and practices are followed. To be responsible for the timetabling and deployment of LSAs and other staff to ensure students get their Access Arrangements for internal and external exams.
Management Information:	<ul style="list-style-type: none"> To assist the SENDCo with the writing and update of the annual Local Offer document on the website. To provide any information or reports required by the SENDCo.
Marketing and Liaison:	<ul style="list-style-type: none"> To attend Open Evening, Parental Information Evenings, Induction Parents Evenings and any other events are requested by the SENDCo. To ensure all SEND publications (including on the website) are professional



	and promote the working of the SEND department.
Management of Resources:	<ul style="list-style-type: none"> • To lead on the induction of new LSAs including their probationary period reviews. • To lead on the Access Arrangements training for Invigilators, LSAs and other staff to ensure that JCQ regulations and requirements are understood and complied with. • To appraise staff as directed by the SENDCo.
Additional Duties:	<ul style="list-style-type: none"> • To work in collaboration with the Heads of the ARPs.

OTHER CORE DUTIES:

- To continue personal development as agreed.
- To actively take part in the Appraisal process.
- To be generally responsible for safeguarding and promoting the welfare of students.
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.
- To take the lead in courtesy to colleagues and parents and carers, in modelling the school ethos to visitors and callers

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job profile is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:..... Date:



Expertise	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Level 3 qualification• GCSE grade C/4 or equivalent in English and Maths	<ul style="list-style-type: none">• Graduate with an Honours degree or another higher education qualification
Experience	<ul style="list-style-type: none">• Experience of working as a Learning Support Assistant in a secondary school• Experience of working with external agencies	
Leadership and Management	<ul style="list-style-type: none">• Ability to work as part of a team, and lead a team• Ability to challenge expectations, approaches and performance in a positive manner so that high standards are achieved and maintained• Ability to work under pressure and meet deadlines• To have high expectations of self and others and lead by example• Able to chair meetings effectively and delegate responsibilities• Organise a team to maximise effectiveness	<ul style="list-style-type: none">• To have appraised colleagues
Professional Competence	<ul style="list-style-type: none">• Expert use of ICT.• Ability to effectively analyse and use data to see patterns and inform actions• Use of a Management Information System	<ul style="list-style-type: none">• Working knowledge of relevant SEND legislation, Code of Practice and current educational issues relating to SEND.• Ability to manipulate data systems.• Use of Microsoft Office 365 Forms and Sway.
People and Relationships	<ul style="list-style-type: none">• Create and secure enthusiasm and earn the confidence of staff, students and parents• A high degree of emotional intelligence• Have the drive and enthusiasm to lead projects through to completion	<ul style="list-style-type: none">• Confident and motivated with a good attention to detail
Safeguarding	<ul style="list-style-type: none">• A commitment to the safeguarding and well-being of all students	<ul style="list-style-type: none">• Working knowledge of relevant legislation and guidance for safeguarding• Multi agency Safeguarding training
Communication	<ul style="list-style-type: none">• Effective oral and written communication to a wide range of audiences• Ability to communicate effectively with stakeholders, including Governors and other professionals	



Sir William Ramsay School

The Special Educational Needs Department

Learning Support Assistant

Team members share a commitment to raising standards of student achievement for all. We are keen to promote inclusion in the classroom environment and ensure that every student is encouraged to reach their maximum potential. If you are enthusiastic, flexible, enjoy challenges and are committed to help us support students and teaching staff within the school, then you are the person to join our progressive and forward-thinking team. The Special Educational Needs Department has a reputation of excellence within the local area and is proud to offer support for a wide variety of additional needs.

Special Educational Needs at Sr William Ramsay

We support students across Key Stages 3, 4 and 5 access the curriculum and leave with qualifications to transition on to further education, apprenticeships or into employment. Our students may need support with a wide range of difficulties and conditions such as: communication and interaction, cognition and learning, sensory and/or physical and social, emotional and mental health. The department also has two Additional Resourced Provisions (ARP's) to support students with Hearing Impairment and Physical Disabilities.

Special Educational Needs Department Facilities

The department has a SEN classroom with ICT facilities which is used to provide small group or individual sessions led by Learning Support Assistants. These are targeted to the students needs. The Hearing Impairment and Physical Disabilities ARP's both have their own designated areas with access to ICT and any other specialist equipment required. We also work closely with external professional services including Speech and Language Therapy, Occupational Therapy, Specialist Teaching Service, Social Services and CAMHS.