

Job Description

SEN Office Manager Bucks Pay Range 3

Principal Responsibilities

To oversee the day-to-day operations of the SEN department, ensuring effective administrative support for the SENCO and wider team. To coordinate communication between staff, parents, carers, and external agencies, supporting the delivery of inclusive education for students with special educational needs. To manage and maintain accurate SEN records, support EHCP processes, and contribute to the efficient deployment of resources. To line manage LSA and to assist in the planning and implementation of training and to promote a positive environment for SEN support.

Responsible to: The Headteacher

Duties and Responsibilities

- To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regard.
- Monitor the quality of SEN/ARP support by establishing effective systems to identify and meet the needs of students, whilst ensuring that the systems are co-ordinated, evaluated and regularly reviewed.
- Ensure that the objectives of the SEN/ARP policy are reflected in the school improvement plan. Liaise with and co-ordinate the contribution of external agencies.
- Maintain up to date knowledge of national and local initiatives which may impact upon policy and practice.
- To line manage the Learning Support Assistants
- To develop the role of the Learning Support Assistants, providing CPD opportunities
- Develop proformas for essential repetitive paperwork in order to create an administrative infrastructure as part of an effective communications system.
- To be responsible for the accurate reporting and record keeping of all testing and assessments carried out within the Learning Support Department.
- To contribute to the evaluation, monitoring and support of the SEN students in the mainstream setting.
- To contribute to the assessment and monitoring of the progress of the SEN students.
- To contribute to the assessment and monitoring of students' pre-admission, accurately recording transition paperwork for phase transfer pupils.
- Support the SENDCo with the day to day running of the SEND department.

Professional

- To liaise with other staff in other locations regarding individual students at transfer into and out of HGSS.
- To liaise with parents as appropriate.
- To participate in school life and support the ethos of the school.
- To work in accordance with school policies and procedures.
- To be accountable for own professional actions.
- To be able to identify areas for own personal/professional development evidenced by personal development plan/professional portfolio.
- To recognise own professional boundaries and to seek advice and support when necessary.

- To be aware of and adhere to current legislative and employer procedures relating to the post.

Organisation

- To oversee and reflect on the practice of others.
- To manage own time and priorities tasks appropriately.
- To keep up to date with educational and technological advances and current working practices.
- To attend and contribute to department, faculty and whole school staff meetings.
- To attend external professional meetings.
- To provide cover for colleagues as directed by your manager.

Management

- To line manage the Learning Support Assistants, co-ordinate and carry out their annual appraisal
- To be responsible for the efficient and effective use of resources.
- To assist with hosting visitors and explaining the operation of the school's Learning Support Department.

Health and Safety

- Be aware of and act in accordance with the responsibilities placed on you as an employee by the Health and Safety at Work Act 1974. You must at all times take regard of the health and safety of other employees, clients, service users, visitors and yourself.
- Ensure that all policies and procedures relating to the protection of children are followed at all times.

Equal Opportunity and Diversity

- Avoid any behaviour, which discriminates against your clients or fellow/potential colleagues on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Confidentiality

- The post holder will maintain appropriate confidentiality of information. The post holder will be expected to comply with all aspects of the GDPR 2018.

Key Relationships

- Learning Support and Pastoral Department colleagues
- Mainstream school staff
- LEA staff
- Staff from external agencies, eg. Educational Psychologist, MHST, etc.
- SLTs and specialist teachers from other services
- Voluntary Agencies
- Students
- Parents and Carers

General Requirements

- Attend scheduled meetings
- To attend school inset days and professional training.
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of the current School Teachers' Pay and Conditions document
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) Disclosure and Barring Service
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date