

**HOLMES CHAPEL COMPREHENSIVE SCHOOL
AND SIXTH FORM COLLEGE**



SEN SUPPORT MANAGER

Grade 6 (SCP 11-17)

Up to 37 hours - permanent

Salary £25,979 (FTE) Actual for 37 hours £22,415

Term time only, 39 weeks plus 5 INSET days

Core responsibilities:

- To carry out the following duties, as instructed by the Director of SEND and SENCo, to include:

Overall approach:

- Uphold the aims and objectives of HCCS and ensure these are reflected in your work.
- Fulfil your responsibilities outlined under the HCCS Health and Safety Policy and share responsibility for their own safety and that of students and colleagues.
- To ensure the safeguarding of our students is at the core of all aspects of the role.

SEN support management:

- Manage a full and confidential administrative support service for the Director of SEND/ SENCo to support the delivery of effective SEN management.
- Assist the Director of SEND and the SENCo with management of the day to day SEN operations.
- Manage all aspects of SEN attendance, maintaining an electronic record of attendance patterns, disseminating letters to parents and providing attendance update reports to the Director of SEND/ SENCO.
- Manage the procedures and systems to ensure the efficient administration of SEN including:
- Coordinate and manage transition events for SEN students.

Administrative duties:

- Provide effective administration support to ensure that the whole team is able to function efficiently and contribute to the effective organisation of HCCS.
- Keep data systems up to date and gather and collate reports for various SEN purposes.
- Liaise with the Data Team regarding SEN matters including the checking of SEN census data.
- Prepare for and attend regular performance management sessions to monitor progress against agreed objectives.
- Keeping accurate records of all SEN students and their intervention programs
- Corresponding with SEN parents and various external professionals
- Managing and maintaining computerised school records and data for SEN students.
- Coordinate EHCP and SEN K meetings with all attending including external professionals.
- Gain and collate teacher feedback to be used in review meetings
- Manage the SEN register
- Track admissions and admission deadlines and assist in responses to the Local Authority
- Keep up to date with HCCS policies and procedures and undertake relevant training.

Administrative duties - access arrangements:

- Manage the 'live' exam concessions list
 - Coordinate access arrangements assessments with students/ parents carers and teachers including communicating results
 - Collate staff feedback for access arrangements
 - Apply for concessions via 'Access Arrangements Online'
 - Complete file notes part 1 of form 8 and GDPR forms
 - Maintaining folders for inspection
 - Coordinate access arrangement training for students and staff
 - Gather external evidence when required.
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- Notwithstanding the detail in this job description, the post holder will undertake such work as may be determined by the Executive Head teacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.